

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
March 25, 2009**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on March 25th, 2009, at 5:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie and Bruce Charles. Also present: Gary Paape, Richard Riederer and Nancy Johnson.

Member excused: Sylvan Konkel.

Hafeman motioned, seconded by Charles to adopt the agenda set for the March 25th, 2009 meeting. Motion carried.

Ritchie motioned, seconded by Charles to approve the minutes of the February 18th, 2009 meeting. Motion carried.

Comments of Anyone Present:

None.

New Business:

- a.) 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 one additional unit at a current cost of \$13.85. The deadline to notify the ATC of the capital call is April 17th, the purchase is due on April 30th. Ritchie motioned, seconded by Hafeman to recommend the ATC purchase. Roll call vote: all yes. Motion carried. A memo will be forwarded to the City explaining the investment.
- b.) Discussion was held about a liability claim due to water damage from a water meter breaking open. The insurance company has been notified of the claim. The meter manufacturer and insurance company are reviewing the cause of the failed meter.

Old Business:

- a.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute. Public Works Committee may levy liquidated damages against Tenor. County's blacktop bill will be more than the provided estimate due to the County billing for undercutting.
- b.) Sixth and Ohio Street water main project bids will be awarded April 6th. Due to the cost over-run on the Perry Street project, there will not be sufficient USDA loan or grant funds for the \$32,000 Birch Street water main loop. The easement for the Birch Street project will be secured for future use.
- c.) The new Well #3 water softener was placed on-line March 12th. A few electrical issues are being addressed.
- d.) Planning Commission, no utility projects.
- e.) The City and Utility are participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program.
 - The Utility's solar PV awning system will have software installed allowing internet users to view the energy production statistics.

- Lighting fixture upgrade in the Utility shop is complete.
- The WWTF energy audit was performed March 25th.

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 [January and February](#) financial reports. Roll call vote: all yes. Motion carried.

Manager's Report:

Riederer reviewed the attached report.

- March 16th Cory Thayse began employment as the new lineman.

Office Manager's Report:

Johnson reviewed the attached report.

At 6:00 P.M. Hafeman motioned, seconded by Charles to go into closed session as provided by State Statute 19.85 (1) (c). Roll call vote: all yes. Motion carried.

At 6:24 P.M. Ritchie motioned, seconded by Hafeman to resume to open session as provided by State Statute 19.85 (2). Roll call vote: all yes. Motion carried.

No action taken.

The next regular Commission meeting will be held [Wednesday, April 15th](#) at 5:00 P.M.

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

Meeting adjourned at 6:25 P.M.

President

Director

Secretary

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION
From: NANCY JOHNSON
CC: RICHARD RIEDERER
Date: 3/19/09
Re: OFFICE MANAGER'S REPORT FOR 2/13/2009 - 3/19/2009 ACTIVITIES

Bonnie:

- Attended MEUW Collections Seminar.
- Created letterhead (both colored and black and white) with new WPPI Energy logo and tag line. City Hall staff printed the letterhead on their colored printer.
- Set up new earnings type for miscellaneous reimbursements as a non-wage payroll item in Solomon.
- Began paying AFLAC on line in an effort to reduce check fraud.
- Continue to send Positive Pay files to the bank to reduce check fraud.
- Received \$649 through TRIP with an additional \$452 intercepted, but not yet received.
- Revised sales spreadsheet to clarify reporting of unmetered water sales on the PSC report.
- Worked on water meter access database to separate ERT cost from water meter cost. This will allow us to capture costs of each meter component, rather than a total cost.

Cheryl:

- We sent out 46 water disconnects, 176 past due reminders, 20 general service disconnects.
- Sent out second and third notices for missing service agreements.
- Working closely with disconnects on general service accounts.

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Mary:

- Requested deposits from customers who were 80 days or more past due during the Winter Moratorium.
- Researched NACHA's new rule on distinguishing between business and personal checks.
- Worked on read type issue on water meters.
- Trained with Melanie Juedes from WPPI on our new website.
- Participated in a webinar on WPPI's New Branding Initiative.
- Continued to work on scheduling of water meter replacements along Perry St. Primarily 2nd homes remain.
- Began customizing website with our forms and information.
- Worked with Curtis 1000 on adding website to statement stock and placed order.

Nancy:

- 2008 external audit done - no adjustments!
- Discussed new CTC auditing rules, energy conservation projects with ESR.
- Completed and filed annual Gross Receipts return.
- Installed updated PSC report software, completed data entry and distributed annual report.
- Closed out 2008 Project Controller files.
- Set up 2009 depreciation, tax and interest accruals.
- Computed 2009 equipment rates.
- Calculated 2009 Joint Metering fee and distributed memos.
- Set up 2009 recon binder and reconciled beginning balances.
- Updated Solomon COA and monthly J.E. to reflect changes in the PSC U.S.O.A. and for recording of interdepartmental expenses.
- Set up interim burden rates and updated PC – until Union contract is settled.
- Calculated several job estimates.
- Reviewed American Transmission Company investment request.
- Reviewed bankruptcy claim and winter non-pay deposit request rules.

(OVER)

- Printed out 2009 PSC poverty guidelines for staff's use in requesting deposits-reviewed with several customers.
- Updated staff job descriptions.
- WPPI provided Web-site administration training for Mary and I. Updating forms and providing documents for Mary to post on new site.
- Coordinated purchase and set up of PC and WPPI software for Foreman.
- Created new employee forms check-list, set up new Lineman's employee file.
- Attended USDA docket meeting. Scheduled meeting to close interim financing.
- Verified available USDA funding for 2009 projects.
- Researched recording \$4,500 of DSM funds for Utility demonstration solar panel project.
- Online filing of Federal W-3 and W-2's.
- Reviewing ACH bank issue with WPPI and staff.
- Filed insurance claim for water damage in customer's basement.
- Reviewed Spring Local Circuit articles with General Manager.
- Attended MEUW Collections seminar with Bonnie.
- Created Utility expense Reality Check day form for School function.
- Coordinating field trip day to Utility for local schools to attend. Working with ESR and General Manager on scheduled events.
- Provided Rural Water Conservation coloring contest to area schools and discussed rules with several teachers.

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for March 25, 2009

1. The Crew is trimming trees
2. The water meter at Kenney Chiropractor Office broke and flooded their basement. We are working with Dr. Kenny insurance company and Badger Meter
3. March 12 I attended Session No. 2 for the Manager Certification Program
4. Cory Thayse started his career at the Utilities March 16
5. Mailed letters to the candidates that the lineman position was filled
6. We had a water main break March 13 on the 1500 block of Jefferson St.
7. CTW has finished the water softener at No. 3 Well. The softener is working fine with a few items to be fixed.
8. Ron Stahl is the electrician CTW hired to do the electrical work at No. 3 Well and he found a few electrical problems with the fusing of equipment. I asked Ron to fix the problems and he said he would.
9. Whatley is the manufacturer of the street light poles on 4th Street and the bases are melting from the sun. After talking to them and having them come and look at the problem they are going to replace the bases at no charge and pay the Utilities to replace them.
10. The uniforms from Cintas have arrived and everything seems to fit and the quality seems real good.
11. Friday March 20 Phil Kosak from Badger Meter is coming to look at our 1 inch meter to see what the problem is with the bases on the meters.
12. On March 25 we will meet with Gary Paape, Pat Zastrow, and a specialist from WPPI on energy efficiency at the WWTF.
13. On February 9 Steve Parins from Baudhuin Engineer came to discuss the new Industrial Park electrical needs with Nancy and myself.
14. Worked on Electrical proposal with pricing and man hours with Nancy for the new Industrial Park.

15. On February 13 will meet at City Hall with Robert E. Lee, Foth , Tom R. and Gary Paape to discuss Tenor bill.