

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
June 17, 2009**

Vice-President Robert Hafeman called the meeting of the Algoma Utility Commission to order on **June 17th, 2009**, at 5:00 P.M. in compliance with the open meeting law.

Members present: Robert Hafeman, Sylven Konkol, Russ Ritchie and Bruce Charles.
Also present: Steve Birr of Foth, Gary Paape, Richard Riederer and Nancy Johnson.
Member absent: Guy Haasch.

Charles motioned, seconded by Konkol to adopt the **amended** agenda set for the **June 17th, 2009** meeting. Motion carried.

Konkol motioned, seconded by Ritchie to approve the minutes of the **May 20th and 26th 2009** meetings. Motion carried.

Comments of Anyone Present:

None.

New Business:

- a.) WPPI Community Contribution and Economic Development Funds will 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 6th.
- b.) WPPI Shared Savings Program was reviewed. Konkol motioned, seconded by Charles, not to participate in the program. Roll call vote: all yes. Motion carried.
- c.) Portable valve turner quotes were reviewed. Konkol motioned, seconded by Ritchie to purchase the portable automated valve operator for \$47,995 with the funds that were reserved in the capital budget. Roll call vote: all yes. Motion carried.
- d.) The Public Service Commission is reviewing the filed water rate increase application.

Old Business:

- a.) The meter manufacturer and insurance company continue to evaluate the defective meter that may have caused water damage to a customer's property.
- b.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute. The County's 2008 and 2009 blacktop costs will be lower than was originally estimated. Due to the reduction of these costs, the Birch water main-loop project will be able to be done this year.
- c.) Birr reviewed the Sixth and Ohio Street project progress. The water main portion of the project is complete.
- d.) CTW Corporation requested additional costs for the Well #3 water softener replacement. Painting will be done by the Utility.
- e.) Planning Commission, a few new potential developments were discussed. The Utility has provided job estimates to the developers.
- f.) The City and Utility are participating in the WPPI energy Utility and Municipal Building Energy Efficiency Incentives program.

- The Utility's solar PV awning system is having software installed allowing internet users to view the energy production statistics.
- The Medical Center and Long Term Care Unit has been approved to receive a zero percent interest loan through WPPI energy's Member Energy Efficiency and Renewable Energy Loan Program for roof insulation.
- Office of Energy Independence will be accepting applications for energy efficiency projects. Projects that may qualify for stimulus funding are specific municipal building energy conservation retrofits and updating to energy efficient LED lighting.

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

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

Manager's Report:

Riederer reviewed the attached report.

- Municipal Well & Pump replaced the motor and pump at Well #1.
- WPPI energy will be funding new signage for the substations and office.
- Paape explained the Under Power Line Tree Program and the need to replace trees on Sixth Street. Ritchie motioned, seconded by Charles to approve purchasing ten low-growth trees in 2010 at a cost of \$110 each. The trees will replace old trees that were interfering with power lines. Roll call vote: all yes. Motion carried.

Office Manager's Report:

Johnson reviewed the attached report.

At 6:25 P.M. Ritchie motioned, seconded by Konkel to go into closed session as provided by State Statute 19.85 (1) (c). Roll call vote: all yes. Motion carried.

At 6:40 P.M. Ritchie motioned, seconded by Konkel 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, July 15th](#) at 5:00 P.M.

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

Meeting adjourned at 6:45 P.M.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: RICHARD RIEDERER

Date: 6/11/09

Re: OFFICE MANAGER'S REPORT FOR 5/15/2009 - 6/11/2009 ACTIVITIES

Bonnie:

- Sent out second round of cross connection survey letters.
- Schedule cross connection surveys. Year to date, 29 cross connections surveys have been completed with an additional 9 scheduled. 23 of the connection surveys passed while 6 require re-inspection.
- Worked on water meter ERT table to identify battery life. This update will be used to identify and schedule replacement of batteries in the ERTs.
- Entered customer contact list into a new access database to enable less complicated updates and the ability to mail periodic letters to update contact information.
- Completed annual surveys for WRWA and MEUW.
- Prepared information pertaining to the testing of electric meters.

Cheryl:

- We disconnected 3 electric customers in May, all paid and were reconnected.
- Sent out first, second and third notices for missing service agreements.
- Working closely with disconnects on general service accounts.
- We sent out 231 disconnects for June.

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Mary:

- Continued customizing website – added 2009 Scholarship recipients, information on grants that are available, Captain Wattage visit to local schools, etc.
- Assisted with reminder calls to customers on disconnect list.
- Sent out Manufacturer's Tax Exempt Letters for customers to update.
- Discussed ERT read types with Bonnie and identified several meters that need to be tested when installed.
- Reconciled Budget Customers - next month new budgets will be set.
- Continued with scheduling meter change-outs on meters that are due to be tested.
- Began updating database in order to send out Landlord Letters to all Landlords.
- Reviewed finalled accounts due to bankruptcy & and updated Cognos report in order to have a more accurate list for final bill letters.

Nancy:

- Received League of WI Municipality \$7,232 insurance dividend.
- Received \$281 check for Microsoft software claim from Antitrust settlement.
- Recovered \$750 for engineering fees from Verizon's water tower attachment.
- Attended meeting with City and AT&T for contract update. The Utility will save over \$3,000 per year on phone services with the new State Centrix contract.
- Reviewed various stimulus fund programs; WPPI and MEUW will assist with potential electric projects.
- Attended Office of Energy Independence, Energy Efficiency & Conservation Block Grant meeting.
- Working with bank and property manager on foreclosure case involving several rental properties.
- Charter Communications has paid all billing arrears and deposits after Chapter 11 bankruptcy filing, no lost revenue.
- Reviewed distribution facility upgrade rules with the PSC.
- Participated in telephonic US Bankruptcy hearing regarding customer bankruptcy filing and deposit request.

(OVER)

- Completed and filed water rate case with PSC.
- Provided 2010 budget numbers for several City Departments.
- Filed annual USDA report.
- Calculated estimate of 2010 Joint Metering fee for WWTF.
- Updating private well listing to reflect new customers and reviewing private well permit paperwork.
- Received additional custodial credit risk policy for deposits at bank (for coverage over the FDIC and State Guarantee Fund allowances).
- Advertised availability of WPPI Community Contribution and Economic Development funds.

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Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for. June 17, 2009

1. We had a water main break on Navarino and Parker
2. We fixed three broken valves 1) Jefferson and 6th St. 2) Frank and Navarino 3) Clark and Flora
3. We are working with Dorner on the 6th Street water main project
4. We are working with John Kiedrowski President of CTI with his concerns about possible power quality issues.
5. CTI owns the transformer at their plant. We checked the transformer and raised the tap setting to 100% to see if this helps their problem.
6. Ordered transformer for Olson Fab. Olson Fab. Owns the present transformers. Olson wants to go to a new setting so we will own the new transformer. We will do this project in 4 to 6 weeks.
7. Working with Foth on obtaining easements for the Lumber Company Loop. The easements are for the DNR and Algoma Lumber. The easement for the DNR will be good until March 2013.
8. We had a question from Door County Memorial Hospital Dental Clinic about fluoride in our water. They have a concern with a few patients they are seeing from an apartment on 5th St. I have talked to the State Lab about this and they do not feel we have a problem.
9. Davies Water took out our water meters at the well houses and sent them to tester in Minnesota to be rebuilt. Davies Water reinstalled the meters June 9.
10. Municipal Well will be here June 10 to rebuild No. 1 Well.
11. On June 8 we had our Line Truck Tested. The Digger Derrick has a problem with a cylinder. On Wednesday June 10 I will take the truck to Utilities Service to have them look at the problem.

12. We planted Ms. Baker tree and Pete handed an apology letter to her.
13. On June 24 and 25 Nancy and I will attend the MEUW Conference at Manitowoc.
14. The Crew is stinging new wire on Lakeview Drive.
15. Working with Melissa and Nancy on WPPI Stimulus Projects.
16. Working with Nancy on the WPPI Shared Saving Program. I will present at our Commission Meeting
17. The crew and I had our training with Alpha Terra for Spill Prevention Control at our Substations.
18. I ordered three signs from Jag. We will install one at the North Substation, one at the South Substation and one on our wire shed facing Flora Ave.
19. On June 25 we are going to send Scott Wiese to a class on Cross Connection Training. The class is in Kaukauna.
20. On June 11 Davies Water will come and start testing our 3 inch and our 4 inch water meters. We have six meters to test.
21. Chris Massart is testing our 1 inch and 2 inch water meters and continuing with the cross connections control.
22. I am working with E.W. Wachs on a quote for a valve turning and vacuum machine.
23. Verizon came and painted the weld spots on the South Water Tower.