

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF  
August 19, 2009**

Vice-President Robert Hafeman called the meeting of the Algoma Utility Commission to order on August 19<sup>th</sup>, 2009, at 5:00 P.M. in compliance with the open meeting law.

Members present: Robert Hafeman, Sylven Konkel, Russ Ritchie and Bruce Charles.  
Also present: Phil Hansen and Melissa Moren of WPPI, Richard Riederer and Nancy Johnson.

Member absent: Guy Haasch.

Charles motioned, seconded by Ritchie to adopt the agenda set for the August 19<sup>th</sup>, 2009 meeting. Motion carried.

Konkel motioned, seconded by Ritchie to approve the minutes of the July 15<sup>th</sup> and July 22<sup>nd</sup>, 2009 meetings. Motion carried.

**Comments of Anyone Present:**

Melissa Moren, WPPI Energy Service Representative discussed the current energy conservation projects.

**WPPI Energy Update:**

Phil Hansen, Assistant V.P. of Operations presented the biannual WPPI Energy update.

**New Business:**

None.

**Old Business:**

- a.) Written requests for the 2009 WPPI Energy Economic Development Funds were reviewed. Konkel motioned, seconded by Charles to award the \$1,000 grant to the Algoma Public Library for a computer station that will be designated for job employment and training resources. Roll call vote: all yes. Motion carried.
- b.) The insurance company is managing the liability claim, from 1421 Lake Street.
- c.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute.
- d.) Birch water main loop was discussed.
  - The Algoma Lumber Company granted an easement to install the water main.
  - The water main was installed and safe samples received. The new main was activated on August 14<sup>th</sup>.
  - Ritchie motioned, seconded by Konkel to approve change order #2 for \$750 for a new water service to the Algoma Lumber Company. Roll call vote: all yes. Motion carried.
- e.) Planning Commission, no new Utility projects.
- f.) The Public Service Commission is developing new water tariffs. The new rates will begin once the tariffs are completed, reviewed and a public hearing is held. The anticipated date that the rates will be in effect will be for usage after September 29<sup>th</sup>.

- g.) The City and Utility are participating in the WPPI Energy Utility and Municipal Building Energy Efficiency Incentives program.
- The Waste Water Treatment Facility energy audit was completed.
  - The internet link will be added to our web site for the solar PV awning system so users can view the energy production statistics.
  - Office of Energy Independence will be accepting applications for energy efficiency projects. Projects that may qualify for stimulus funding are 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.

Charles motioned, seconded by Ritchie to approve the **July** financial reports. Roll call vote: all yes. Motion carried.

**Manager's Report:**

Riederer reviewed the attached report.

- Public Power Week plans were discussed. A battery-powered lawn mower will be the grand prize. Other door prizes will include LED holiday lights.

**Office Manager's Report:**

Johnson reviewed the attached report.

- **Check us out on the web!** [www.algomautilities.com](http://www.algomautilities.com)

At 6:40 P.M. Ritchie 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 7:10 P.M. Charles motioned, seconded by Ritchie 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, September 16<sup>th</sup> at 5:00 P.M.**

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

Meeting adjourned at 7:15 P.M.

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President

Director

Secretary

# ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION  
From: NANCY JOHNSON  
CC: RICHARD RIEDERER  
Date: 8/10/09  
Re: OFFICE REPORT FOR 7/09/2009 - 8/10/2009 ACTIVITIES

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## **Bonnie:**

- Prepared and sent out customer contact letters.
- Updated customer contacts database with updated information upon return of the form.
- Sent out fourth round of cross connection survey letters.
- Scheduled cross connection surveys. Year to date, 129 cross connections surveys have been completed with an additional 22 scheduled. 105 of the connection surveys passed while 24 require re-inspection.
- Conducted follow-up calls to customers that failed their cross connection survey to schedule resurvey.
- Prepared miscellaneous A/R documents as necessary to bill for material required by customers for cross connection surveys.
- Prepared information regarding the testing of water meters.
- Returned spoiled envelopes to the Post Office for a \$30.36 check.

## **Cheryl:**

- We disconnected 6 customers in July, four paid and were reconnected.
- Sent out notices for missing service agreements.
- Working closely with disconnects on general service accounts.

(OVER)

**Mary:**

- Sent letters and figured average sewer for Sixth St. customers who chose to water tree lawns.
- Discussed ERT to visual electric readings. Routes were read and electric meters replaced due to variances. Analyzed readings gathered. Only 4 meters needed replacement and customers were billed their average electric usage. Spreadsheet will be kept to re-check readings in the future.
- There were five bulk water sales during July.
- Border States demonstrated the MC-Lite Metering reading system. We were able to use the MC-Lite during our July meter reading.
- Continued with updating website. Incorporated some of our own pictures on the front page, added news releases and updated the appliance turn in program to reflect the name change to the: Responsible Appliance Recycling Program.
- Tested several routes to ensure tamper codes wouldn't be a problem during meter reading from the ERT to visual reads done in July.
- Set up 55% and 80% manufacturer tax exemptions codes.

**Nancy:**

- Calculated numerous job estimates with Dick.
- Created amortization schedule for 2009 U.S.D.A. bond.
- Typed easement language for new water main loop for attorney review.
- Working with AT&T on new phone contract and billing setup.
- Reviewed several customer letters and monthly billing stuffer.
- Drafted letters to customers along construction routes regarding tree lawn watering.
- Discussed reconnect back-billing rules with staff and policy application.
- Border States demonstrated the new MC-Lite Metering reading system.
- Discussed ERT to visual electric readings with staff. Reviewed billing issues.
- Assisted Wachs with software set up for new valve turner.
- Reviewed P.S.C. revenue and expense audit of water rate case. Rates now being adjusted by P.S.C. Rate Analyst. Researched rates of surrounding communities.
- Electric sales analyzed, revenues are meeting the requirements established by the P.S.C.

**(OVER)**

- Wrote up several bulk water sales coversheets - highest bulk sales in over 10 years.
- Previous purchases sales tax refund forms completed for general service customer.
- Working property manager on foreclosure case involving several rental properties.
- Issued insurance denial letters as advised by Utility liability insurance advisor.
- Updated private well permit listing.
- Assembled WPPI Economic Development fund request packets.
- Notified recipients of WPPI Community Contribution funds, scheduled photos, and issued denial letters.
- Attended MEUW planning meeting for Customer Service and Accounting workshop.

# Memo

To: Algoma Utility Commission  
From: Dick Riederer  
CC: Nancy Johnson  
Re: Managers Report for. August 19, 2009

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1. The crew built a three phase line for JP Express.
2. Rebuilt 5<sup>th</sup> St secondary to better serve the gas station and the residents.
3. We received the Wachs Valve turner on August 5. The representative demonstrated the machine and worked with the computer to print and record the valve material.
4. The Crew installed a new transformer and new metering at Olson Fab. On August 6 and 7.
5. The watermain extension by Algoma Lbr. was completed on Monday August 10. Tuesday the tests will be taken.
6. We have been working with another company for a meter reading system. It is possible we might be able to use it for reading meter for the month of August.
7. I have been talking to customer concerning the cross connection survey.
8. We have written several estimates for different jobs.
9. The crew is building secondary for the new car wash at JP Express.
10. The Crew is rebuilding the circuit on Highway 42 South.
11. I called and set a time for Ed from Rural Water to come and try to locate a possible water leak.
12. Jag finished our sign for the office on August 5 and installed it.
13. B&D rebuilt the watermeter at Algoma Hardwoods.