

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
January 20, 2010**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on January 20th, 2010, at 5:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Sylven Konkel, Russ Ritchie and Bruce Charles. Also present: Gary Paape, Richard Riederer and Nancy Johnson.
Members absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda set for the January 20th, 2010 meeting. Motion carried.

Ritchie motioned, seconded by Konkel to approve the minutes of the December 4th and 16th, meetings. Motion carried.

Comments of Anyone Present:

None.

New Business:

a.) None.

Old Business:

- a.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute. Tenor's insurance company is reviewing water meter damage.
- b.) Planning Commission: no new projects.
- c.) The City and Utility are participating in the WPPI Energy Utility and Municipal Building Energy Efficiency Incentives program.

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

December year-end financial reports will be presented at the next meeting.

Manager's Report:

Riederer reviewed the attached report.

Office Manager's Report:

Johnson reviewed the attached report.

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

Meeting adjourned at 5:20 P.M.

- **Check us out on the web! www.algomautilities.com**

The next regular Commission meeting will be held Wednesday, February 17th at 5:00 P.M.

President

Director

Secretary

ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: RICHARD RIEDERER

Date: 1/14/10

Re: OFFICE REPORT FOR 12/11/2009 - 1/14/2010 ACTIVITIES

Bonnie:

- Balance Solomon W-2's to Earnings & Deductions Report – Detail & Summary.
- Calculate and verify Union retro-pay from Jan # 1 to Dec # 1 payrolls.
- Entered water department inventory after crew counted. Inventory variance (.34%).
- Entered electric department inventory after crew counted. Inventory variance .27%.
- Update payroll information and vacation hours in payroll system.
- Reviewed vendor information and printed 1099's.

Cheryl:

- Issued 18 Commercial disconnects.
- Issued 48 water disconnects.
- Issued 148 past due notices.
- Mailed notices for missing service agreements.
- Working closely with disconnects on general service accounts.

(OVER)

Mary:

- Worked with Border States to become familiar with the new meter reading system, MC-Lite. Loaded and unloaded routes for testing and training purposes.
- EOY Interest was added to Deposits and EOY Deposit spreadsheet was completed.
- Tested ERTs on several new electric meters to ensure accuracy.
- Created Route 14 for manual readings during meter reading. Changed routes & walks on accounts.
- As meter replacements are taking place on meters in Route 14 routes and walks are being changed back to original routes and walk.
- Researched discrepancies in Access vs. billing software for EOY electric & water meter review.
- Performed six month review on budget accounts.
- Ran EOY meters reports from Cognos for electric and water meters.

Nancy:

- Trued up 2009 tax equivalent for City. 2009 payments in lieu of taxes (PILOT) are as follows: Electric \$110,162 and Water \$126,601 - a total of \$236,763.
- 2009 gallons pumped vs. sold, unaccounted losses: 19%.
- 2009 kWh purchased vs. sold, unaccounted losses: 4.3331%. Low variance can be attributed to ERT meters and aggressive meter reading schedule.
- Auditors performed a pre-audit.
- Trued up special funds for bond reserves and other restricted funds.
- Trued up year-end vacation and sick leave reserves.
- Review of Union retro pay.
- Updated 2009 Burden sheets and project billing due to Union Contract settlement.
- Calculated 2010 Burden info and established 2010 project allocator rates.
- Reconciled retirement wages, deferred compensation, 941s, SUTA forms, W-2s and W-3.
- Online filing of 941 and SUTA completed.
- Generated W-2s out of Greenshades.
- Updated 2010 mileage and timesheets for crew.

(OVER)

- Set up 2010 cash and equipment spreadsheets and annual work orders.
- Reviewed ATC voluntary investment memo and issued to Commission.
- Reviewed electric and water physical inventory counts, low variances.
- Completed transformer inventory review (physical count to access database) – **no variances.**
- Finished hydrant and valve inventory **no variances.**
- Completed electric and water meter inventory review – **no variances.**
- Reconciled street light balances.
- Calculated 2010 pole attachment rental fees for billing.
- Discussed energy conservation and renewable energy projects with ESR and reviewed 2010 action plan

ALGOMA UTILITIES

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for January 20, 2010

1. The inventory for the Water Department and Electric Department is completed.
2. The storm damage repairs are completed.
3. On January 12 Ed from Rural Water came to locate a water leak. Ed could not find anything definite so I decided to have Davies water come on Monday January 18 to try to locate a possible leak.
4. The Crew installed new wires and down guys on the road crossing on Evergreen Drive and Highway 54.
5. We ordered Hendrix Spacer Cable for replacement of wires that gave us trouble in the storm. The wire should arrive in February and then we will start installing it.
6. I have been getting quotes on water main and fitting for the replacement of the water main on 4th Street and Mill Street.
7. In December the MC Lite arrived and Border States did their training on December 15 and 16. The Hand Held was used for the December meter readings with good success.
8. January 13 I attended the Management Certification Program in Marshfield.
9. The Crew will start trimming trees on January 18.