

MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING
February 17, 2010

President Guy Haasch called the meeting of the Algoma Utility Commission to order on February 17th, 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: Richard Riederer and Nancy Johnson.
Members absent: none.

Hafeman motioned, seconded by Charles to adopt the agenda. Motion carried.

Konkel motioned, seconded by Ritchie to approve the **January** minutes. 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 denied the water meter and hydrant claim.
 - A water main leak was discovered on the Perry Street project. Contractor's warranty of work has expired. The leak was caused by faulty workmanship of the contractor, which may be recoverable beyond the warranty period. Riederer issued a notice to Tenor to make him aware of the issue. The leak was repaired by Algoma Utility. Repair costs will be calculated; compensation will be requested or possibly deducted from the pending final pay request.
- 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.
- The Waste Water Treatment Facility is upgrading some lighting.
 - The Energy Service Representative's report was reviewed.

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

Preliminary year-end financial reports were reviewed. Final year-end reports will be presented at the March meeting, once the annual audit is completed.

Manager's Report:

Riederer reviewed the attached report.

- Engineering proposals were reviewed for the Fourth Street water main replacement project. Ritchie motioned, seconded by Hafeman to hire Baudhuin

Incorporated to prepare the necessary plans and applications to submit for DNR approval. Cost not to exceed \$2,400. Roll call vote: all yes. Motion carried.

Office Manager's Report:

Johnson reviewed the attached report.

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

Meeting adjourned at 6:10 P.M.

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

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

President

Director

Secretary

ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION
From: NANCY JOHNSON
CC: RICHARD RIEDERER
Date: 2/10/10
Re: OFFICE REPORT FOR 1/15/2010 - 2/10/2010 ACTIVITIES

Bonnie:

- Balanced Quarterly TRIP Report.
- Received \$202.89 payment from TRIP.
- Prepared electric and water meter test information.
- Electronically filed PSC Copperweld Conductor Inventory report.
- Prepared Well Reading Sheets for wells.
- Electronically filed 1099's to Wisconsin Department of Revenue and IRS.

Cheryl:

- Issued 18 commercial disconnects.
- Issued 43 water disconnects.
- Disconnected 3 water accounts.
- Sent 148 past due notices.
- Mailed notices for missing service agreements.
- Working closely with disconnects on general service.

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Mary:

- Updated the website with new forms for 2010, scholarship information, forms and etc. Revised the Lineworker scholarship wording to include the Electric Utility Training program.
- Set up several new electric and water meters in billing and tested for accuracy.
- Continued to work with route 14 meters doing change outs and updating routes & walks.
- Added installation costs to electric and water meters.
- Created and reviewed a Cognos Report for 80 day past due customers to determine if deposits should be requested.
- Reviewed the policy on when to toss retired meters. Reviewed several junked meters and setup spreadsheet to track when these can be disposed.
- Filed PSC Adjustments Report Electronically.
- Worked with Itron, WPPI, Chris, and Bonnie on the setup and testing of 3 phase demand meters. We will be monitoring demand at several GS-1 customers for information only, at this time.

Nancy:

- Filed 2009 OSHA report.
- Compute Dorner #5 project payment, spreadsheet and reconcile total project costs.
- Review Tenor's final payment request and reconcile to billed quantities.
- Discuss over-billing discrepancies with Engineer.
- Update costs owed to us by Tenor, re-submit for credit consideration on final pay request.
- Work with Tenor's insurance company on meter claim.
- Reconcile annual professional agreements with billed costs.
- Record project laterals and hydrants by size and location to capitalize units.
- Requested excise tax refund from AT&T.
- Calculated and posted year end clearing entries.
- Reconciled Harris billing meter reports to Access database and PSC inventory form.
- Calculated 2009 transformer install cost, updated Access database.
- Expensed year end projects and City gratis work orders.

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- Calculated 2009 electric and water meter install costs for capitalization.
- Research old records for retirement costs for well pump and softener, capitalize new assets.
- Discuss 3 phase and demand ERT metering with staff, WPPI and Border States.
- Reviewed PSC deposit rules, for winter MNP (4 months) and disconnect customers (2 months).
- Posted tree trimming notices.
- Work with life insurance company to correct billings on new policy.
- Prepare for Career Day presentation at AHS.
- Review new 2010 scholarship information.
- Set up new worker's compensation claim, research payroll issues.
- Filed online WI W-T7 and wage reports.
- Host Deferred Compensation meeting.
- Discussed energy conservation and renewable energy projects with ESR.

ALGOMA UTILITIES

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for February 17, 2010

1. The Crew is trimming trees.
2. Davies Water located two leaks in our water system. One leak was on 5th St and the second leak was on Perry St.
3. We started having problems with our electric meter tester. We are working with the company to fix the problems.
4. We have received bid prices for the water main replacement on North 4th St.
5. On February 10 I attended the Manager Certification class and on February 11 I attended the special class in Marshfield.
6. .On February 16, 17 and 18 Scott and Christopher will attend the meter workshop; in Green Bay.
7. February 10 Nancy and Peter attended the Career Day at the Algoma High School.
8. Scott is installing another circuit for the building to run off the generator.