

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING**  
**March 17, 2010**

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

Members present: Guy Haasch, Sylven Konkel and Bruce Charles. Also present: Richard Riederer and Nancy Johnson.

Members absent: Russ Ritchie and Robert Hafeman.

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

Charles motioned, seconded by Konkel to approve the [February](#) minutes. Motion carried.

**Comments of Anyone Present:**

None.

**New Business:**

a.) Fourth Street 2010 water main project was discussed. On Fourth Street, from Fayette Street to Margaret Lynn Avenue, approximately 420 lineal feet of 6" water main and ten service laterals will be replaced. Also included will be the relocation and replacement of a hydrant and the installation of several new valves. The Utility will be contacting customers that will be affected by the project and hold a pre-construction meeting. Baudhuin Incorporated is preparing the necessary plans and applications to submit for DNR approval.

**Old Business:**

- a.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute.
- The Utilities' insurance company will review the meter claim denied by Tenor's insurance carrier.
  - A water main leak on the Perry Street project was repaired by the Utility. The cost of locating and correcting the leak was over \$5,000 which possibly could be deducted from the 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 continues to upgrade lighting.

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

Charles motioned, seconded by Konkel to approve the [December year-end \(audited\), January and February](#) financial reports. Roll call vote: all yes. Motion carried.

**Manager's Report:**

Riederer reviewed the attached report.

**Office Manager's Report:**

Johnson reviewed the attached report.

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

Meeting adjourned at 5:50 P.M.

**The next regular Commission meeting will be held Wednesday, April 21<sup>st</sup> at 5:00 P.M.**

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President

Director

Secretary

# ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION  
From: NANCY JOHNSON  
CC: RICHARD RIEDERER  
Date: 3/11/10  
Re: OFFICE REPORT FOR 2/11/2010 - 3/11/2010 ACTIVITIES

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**Bonnie:**

- Received total payment of \$320 from TRIP for two different customers.
- Rewrote press release for FOE State Energy Efficient Appliance Program.
- Prepared press release and cable notice regarding the moratorium ending.
- Researched workers compensation issue and set up payroll to properly handle.
- Researched state fuel excise tax and prepared Off Road Fuel Tax Claim.
- Attended MEUW Roundtable meeting.
- Identified discrepancy in bill count found on billing reports.
- Trained Mary for back up of accounts payable and inventory.
- Researched residential TOD.
- Worked with Mary in set up of new TOD rate and electric meter.

**Cheryl:**

- Issued 16 commercial disconnects.
- Issued 59 water disconnects.
- Disconnected 2 water accounts.
- Sent 144 past due notices.
- Mailed notices for missing service agreements.

(OVER)

**Mary:**

- Updated website's "Did You Know" section on deposits and added stuffers for January - March 2009 along with regular monthly updates.
- Updated our meter reading software (MVRS) to the newest version and tested.
- Setup several accounts to read kW for informational purposes.
- Reviewed Cognos report for any moratorium non-pays.
- Sent out deposit requests to moratorium non-pays that are 80 days or more past due.
- Trained in Inventory and Accounts Payable.
- Created and reviewed a Cognos report of active ACH customers.
- Worked with WPPI, NACHA and our bank to comply with NACHA's rules on the transmittal of ACH batches to identify account numbers as either personal or business.
- Began identifying ACH customers' accounts as personal or business accounts in Harris.
- A new customer has signed up for our TOD rate (Time of Day).
- Worked with WPPI & Bonnie on the setup of Time of Day Meters. Set up category codes, stat codes, bill codes, profiles, meter and ERTs in our billing software. Installed TOD meter in billing and tested meter reading software and billing software.

**Nancy:**

- Main break discovered on Fifth Street and leak discovered on Perry Street reduced the 2009 unaccounted gallons lost. Originally these losses were 19%. Including the estimated gallons lost from these two streets, the 2009 unaccounted losses are down to 11.54%
- Attended MEUW Labor Management Seminar with Dick.
- Went to MEUW Roundtable meeting with Bonnie.
- Participated in MEUW conference call, planning future Roundtable meetings.
- Hosted WPPI Marketing meeting with SBU.
- Attended Career Day presentation with Dick and Melissa at AHS.
- Went to insurance meeting at City Hall.
- Completed U.S.D.A. spending spreadsheet. USDA allowed Utility to claim additional water department expenses, since final Tenor payment is in dispute. Grant of **\$109,500** has been received.

**(OVER)**

- Discussed over-billing discrepancies with Engineer, over \$1,000 cut from final Tenor bill review.
- Bond interest accruals verified to 1098s. Set up amortization schedules for new USDA loan.
- Set up year-end DSM fund accounting clearing entry.
- Completed and filed annual Gross Receipts return.
- Completed year end plant addition/retirement unitization and installation factors. Allocated “Contributed” (CIAC) plant percentage. Calculated cost of removal looked up retired costs and split CIAC portion. Ran and filed year end Project Controller reports. Trued up depreciation.
- Completed year-end G/L reconciliation and documentation for audit file.
- Performed internal audit.
- 2009 external audit done and USDA loan audit complete- no adjustments!
- Closed year and issued financial statements.
- Workers Compensation audit information forwarded to insurance auditor and held phone audit.
- Set up 2010 depreciation, tax and interest accruals.
- Entered 2010 Project Controller/Allocator rates.
- Computed 2010 equipment rates.
- Set up 2010 recon binder and reconciled beginning balances.
- Calculated 2010 Joint Metering fee and distributed memos.
- Researched workers compensation issue with Bonnie.
- Prepared data for year end CTC report that ESR submits to WPPI.
- Discussed TOD metering with staff.
- Printed out 2010 PSC poverty guidelines for staff’s use in requesting deposits-reviewed with several customers.
- Reviewed PSC deposit rules for winter MNP (4 months), discussed new requests with staff.
- Discussed energy conservation and renewable energy projects with ESR.

<ul style="list-style-type: none"> <li>• Algoma’s Focus on Energy 2008 Stats from WPPI:</li> </ul>
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| <ul style="list-style-type: none"> <li>• kWh savings: 189,279</li> <li>• kW savings:26.5</li> <li>• Therm savings: 3,808</li> </ul> |
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# ALGOMA UTILITIES

## Memo

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

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1. The Line Crew is finished trimming trees.
2. The work on the secondary and transformer replacement on Navarino St. is completed
3. We started working on the rebuilding of the 6<sup>th</sup> St. circuit.
4. In the back yards we are rebuilding the secondary and transformer settings between Adams St. and Washington St. from 6<sup>th</sup> St. west to Division St.
5. On March 9 Nancy and I attended the Career Day at Algoma High School.
6. We have been working on the locates and plan for the water main on North 4<sup>th</sup> .
7. On February 17 we had our first lamp recycle pickup.
8. March 8 Davies Water returned to try to locate our water leak.
9. The Crew cleaned the salt tank at No. 1 Well on March 10.
10. Working with WS Packaging on repairing the lot lights for the parking lot on the west side of Flora Ave.
11. We are continuing to install Three Phase electric meter and rewire the meter bases.
12. We are testing our 1.5 inch and 2 inch water meters.
13. On March 24, 25 and 26 Christopher and Scott will attend the Water Conference in Green Bay.