

MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING
June 16, 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, Russ Ritchie, Robert Hafeman and Bruce Charles. Also present: Richard Riederer and Nancy Johnson.

Member absent: Sylvan Konkel.

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

Ritchie motioned, seconded by Hafeman to approve the [May](#) minutes. 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 12th.
- b.) Post Employment Health Care Reimbursement Plan was reviewed.
- c.) Deferred Compensation Savings Program was discussed.

Old Business:

- a.) Fourth Street 2010 water main project went well and is substantially complete. Kewaunee County was the low bid, crew plans to do the black topping next week.
- b.) The Perry, Birch and Cedar Corners water main project was discussed. Final payment due to Tenor Pipeline is still in dispute.
- c.) Planning Commission: no new Utility projects.
- d.) The City and Utility are participating in the WPPI Energy Utility and Municipal Building Energy Efficiency Incentives program.
 - No new projects.

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

Charles motioned, seconded by Hafeman to approve the [May](#) 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.

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

Meeting adjourned at 5:50 P.M.

The next regular Commission meeting will be held Wednesday, July 21st at 5:00 P.M.

President

Director

Secretary

ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION
From: NANCY JOHNSON
CC: RICHARD RIEDERER
Date: 6/8/10
Re: OFFICE REPORT FOR 5/21/2010 - 6/08/2010 ACTIVITIES

Bonnie:

- Participated in Webinar for WPPI Customer Information System (CIS) Committee.
- Attended MEUW Bankruptcy seminar with Nancy.
- Compiled billing history information for property manager for all their apartments.
- Completed electronic filing of January through March off road fuel purchases for fuel excise tax refund.
- Prepared certification to the DNR that the Consumer Confidence Report was provided to customers.
- Viewed Americollect Webinars on bankruptcy and skip tracing.
- Researched Kewaunee County web site to verify ownership of various properties in Algoma.
- Scheduled cross connection and meter replacements with the following results:

5 Cross connections scheduled

19 cross connection surveys have failed, 9 of which are from 2009

30 cross connection surveys have passed

Cheryl:

- Sent out 184 disconnection notices in May and 7 meters were disconnected.
- Following up with customers on service agreements.
- Working closely with assistance programs.

(OVER)

Mary:

- Discussing Public Power Week plans with Nancy and Melissa.
- The bank has confirmed our ACH process is now compliant with NACHA rules for transmitting files properly to distinguish between personal and business accounts.
- Worked with disconnect customers and set up deferred payment agreements.
- Water meter change outs for meters that are due to be tested have begun. Processed change outs and entered tests results in appropriate systems.
- Billed for cross connection items.
- Processing temporary deduct meter requests and pool filling credits.

Nancy:

- Researching Post Employment Benefit account option and Deferred Compensation Plan with North Shore Bank.
- Completed worker's compensation self audit, 2005 – 2009, no issues discovered.
- Researching HUD rules for billing purposes.
- Planning Public Power week activities with staff.
- Researched Kewaunee County web site to verify ownership of various commercial properties in Algoma.
- Calculated 2011 Joint Metering fee estimate for WWTF budget.
- Went to EFSP Board meeting.
- Dick and I will be attending the MEUW Annual Conference this week.
- Attended WPPI Board of Directors meeting and building dedication with Dick.

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for June 16, 2010

1. The Algoma Hardwoods had the hearing tests for our linemen and water operator on June 3.
2. The line crew is working on the 6th Street circuit. The project is 80% completed with the hendrix wire left to pull in.
3. We are getting the last of the quotes for the blacktop repairs for our projects that we completed.
4. On June 7 Wendy Anderson our DNR Water supply Engineer completed the Water Department annual inspection.
5. On June 9 and 10 Nancy and I will attend the MEUW Conference in Green Bay.
6. On June 10 our line trucks will be tested for electric conductivity and wear of pins and strength of booms.
7. We sent out bids for salt pricing for our softener. The current price is good for September 30, 2010.
8. The oil test results for our three substation transformer came in with no detection of any problem.
9. On June 8 we had a water main break on the corner of Jefferson and Lawndale.