

MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING
January 11, 2012

President Guy Haasch called the meeting of the Algoma Utility Commission to order at 5:10 P.M. in compliance with the open meeting law.

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

Member absent: Robert Hafeman.

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

Ritchie motioned, seconded by Konkel to approve the December minutes. Motion carried.

Comments of Anyone Present:

None

New Business:

a.) The American Transmission Company (ATC) voluntary capital contributions were discussed. Algoma Utilities was offered the opportunity to contribute a payment of \$3,052. Algoma has earned between 10% and 16% on this investment. Charles motioned, seconded by Konkel to recommend the ATC purchase. Roll call vote: all yes. Motion carried.

Old Business:

a.) The Well Head Protection Plan will be on the next Planning Commission agenda.
b.) Planning Commission: no new Utility projects.

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

Manager's Report:

Riederer reviewed the attached report.

Well #3 project was discussed. Several companies were contacted to review the job that was included in the capital budget. Municipal Well and Pump proposed the following scopes:

- I: Remove and inspect pump, make recommendations of repairs, and reinstall refurbished pumping equipment for \$5,850.
- II: Perform recommended repairs estimated to be \$9,541. Additional costs could apply depending on the type of repairs required.

Stahl Electric Inc. completed installation of the variable frequency drive (VFD) at Well #5. \$7,000 was budgeted for the project. The actual cost was \$5,077. Well #3 will be scheduled to have a VFD installed in conjunction with the well's rehabilitation. Stahl Electric's quote is \$4,062.

Charles motioned, seconded by Konkel to hire Municipal Well and Pump for \$15,391 to perform the Well #3 inspection and rehabilitation. Stahl Electric, Inc. will be hired to install the well's VFD for \$4,062. Roll call vote: all yes. Motion carried.

Office Manager's Report:

Johnson reviewed the attached report.

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

Meeting adjourned at 5:55 P.M.

The next regular Commission meeting will be held Wednesday, February 15th at 5:00 P.M.

President

Director

Secretary

ALGOMA UTILITIES OFFICE REPORT

To: ALGOMA UTILITY COMMISSION
From: NANCY JOHNSON
CC: RICHARD RIEDERER
Date: 1/05/12
Re: OFFICE REPORT FOR 12/07/2011 - 1/05/2012 ACTIVITIES

Bonnie:

- Set up new earnings and deductions in payroll. Tested payroll calculation due to addition of new earnings type, deduction type and updated payroll tables.
 - Balanced year end and end of quarter payroll reports.
 - Crew completed water department inventory count and I completed water inventory adjustments. Inventory variance was only \$81.62.
 - Test "Cash Sale" process in Dynamics Miscellaneous Accounts Receivable.
 - Updated cross connection information in Access.
 - Set up recurring invoices in Accounts Payable.
 - Reviewed all accounts payable documents in preparation of pre-audit.
 - Attended Bloodborne Pathogen refresher training and Went to WPPI Year End Solomon/Dynamics meeting with Nancy.
 - Provided front desk coverage as needed.
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Cheryl:

- Worked closely with assistance programs.
 - Followed up with customers on service agreements and selected accounts for deposit requests.
 - Sent out 100 water disconnects and 22 commercial electric disconnect notices.
 - Sent out 111 past due notices.
 - Contacted 31 customers via telephone regarding unpaid disconnection.
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- Crew delivered 11 door hangers (where unable to reach via phone).
 - Coordinated 20 signed deferred payment arrangements (DPAs).
 - Crew disconnected 0 electric and 2 water meters for non-payment purposes.
 - No electric meters or water meters were reconnected.
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- (over)

Mary:

- Updated website.
 - Attended Bloodborne Pathogen refresher training.
 - Processed Refund Journal for deposit interest and updated deposit spreadsheet with interest calculated.
 - Exported Electric and Water Access Database into excel and reviewed for year end purposes.
 - Prepared the 2012 calendar - indicating billing dates, meter reading dates, due dates and etc.
 - Participated in Focus on Energy webinar.
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Nancy:

- Auditors performed an interim audit, no issues discovered.
- Updated 2012 crew timesheets.
- Reviewed set up of new earnings and deduction types for 2012.
- Reconciled retirement wages, hours and costs (pre and post Act 10/32) and year end totals.
- Set up 2012 cash and equipment spreadsheets and annual work orders.
- Reviewed electric and water physical inventory counts, very low variances.
- Updated 2011 actual and 2012 projected burden costs for Commission meeting.
- Issue bargaining response letters for Commissioners.
- Draft of personnel manual provided to Commissioners.
- Reviewed ATC voluntary investment memo and issued to Commission.
- Updated private well and assessment lists and customer information for new customer.
- Worked with customer, Chris, WPPI, & AT&T to resolve new industrial phone meter issue.
- Extracted energy savings data for Department of Commerce grant 2010 – 2011, 4th quarter.
- Reviewed final 2012 insurance policy and updated crime coverage.
- Working with PSC customer complaint.
- Work with Amplitel to update and repair computers.
- Went to WPPI Year End Solomon/Dynamics meeting with Bonnie.
- Attended Bloodborne Pathogen refresher training.
- Assisted at front desk to cover vacancies.

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for January 11, 2012

1. The Electric and Water inventory is completed.
2. The Boilers were inspected and repaired by Wolf Bros. Boiler No. 1 needed a pressure relief valve and Boiler No. 3 needed the circulator to be replaced.
3. The work on the Hydrant at No. 1 Well is completed.
4. We working on the inventory that will be needed to rebuild the electrical circuits in the alleys off of Clark St.
5. I have contacted Steve Parent from Baudhuin to engineer the water main projects that are planned for this year.
6. I will attend the MEUW Conference in Steven Point January 18 and 19.
7. The Crew installed single phase hendrix wire on Highway 42 feeding Big Lake Camp Ground and the Mobil Home Park.
8. The Crew replaced the primary neutral on Big Lake Campground's property feeding the campground and the Mobile Home Park.
9. We received three bids for pulling the well pump at No.3 Well for inspection.
10. The Crew started trimming trees.