

MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING
1407 Flora Avenue
September 16, 2020

Vice President Dachelet called the meeting of the Algoma Utility Commission to order at 5:33 p.m. in compliance with the open meeting law.

Members present: Guy Haasch, Mary Kay Bennett, Wayne Schmidt and Lee Dachelet.
Others present: Pete Haack, Scott Wiese and Nancy Johnson.

Members excused or absent: Bob Vlies arrived at 6:22 p.m.

Schmidt motioned, seconded by Bennett to adopt the agenda. Motion carried.

Haasch motioned, seconded by Bennett to approve the previous meeting minutes.
Motion carried.

Comments of Anyone Present:

None.

Old Business:

- a) Planning Commission update: no meeting.
- b) The Public Service Commission (PSC) approved the application for a Simplified Rate Case (SRC).

New Business:

- a) The American Transmission Company (ATC) voluntary capital contributions were discussed. Algoma Utilities was offered the opportunity to contribute a payment of \$3,071. Haasch motioned, seconded by Bennett to recommend the ATC purchase. Roll call vote: all yes. Motion carried.
- b) Salt bids were discussed. Three bids and one no bid were received. The current supplier, Compass Minerals, quoted \$139.57 per ton, freight included. This is a 1% price increase over the current price. Haasch motioned, seconded by Bennett to award the bid to Compass Minerals. Roll call vote: all yes. Motion carried.

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

Haasch motioned, seconded by Bennett to approve the monthly financial reports as presented. Roll call vote: all yes. Motion carried.

The commission received individual copies of all job descriptions, and employee accomplishments and goals for review and to keep in their binders at the May meeting. The Concept Expectations/Goals for the 2021 Budget will remain on the agenda for further review.

The capital, operating and maintenance budgets were reviewed and discussed. The budgets will be further reviewed in October.

Bob Vlies arrived at 6:22 p.m.

Manager's Report:

Manager's report was reviewed.

Office Manager's Report:

Office Manager's report was reviewed.

No closed session.

Vlies motioned, seconded by Schmidt to adjourn. Motion carried.

Meeting adjourned at 6:56 p.m.

The next regular Commission meeting will be held on Wednesday, October 21st at 5:30 p.m.

President

Director

Secretary

ALGOMA UTILITIES

To: Algoma Utility Commission
From: Pete Haack
Re: Manager Report Sept. 11, 2020

1. I would like to start by thanking all our employees for helping out and picking up the slack during my extended absence. While being away, it is reassuring to be able to trust the knowledge and experience of the people covering for you. Thank you!
2. The crew has been busy replacing more suspect poles around town. The amount of 1950's era poles and older, will be providing work for many years to come.
3. We have picked up a couple electric meter customers over the past month. A rental business on Navarino St. added another meter to their location and there is a new pole building on Dier Ave. with a new electric service. The crew trenched and buried that electric service in a wet area, luckily before the rains came.
4. There is a new home going up on Carrie Lynn Ave., when the contractor was digging for the sewer lateral it was noted that there was water leaking from the water lateral for that lot. The following morning our crew dug a hole, in the street, down to the main and pulled a new 1" plastic lateral to the contractor's hole at the curb stop. This process removes the old copper which contains holes and was installed in 1998, which in our business we consider relatively new. We have copper from the 40's and 50's that is in much better shape than this newer generation of copper. The crew filled the hole, tamped it in and prepped and laid blacktop within the week, coinciding with the city's 4th St. bridge project.
5. Water main annual maintenance has started. The crew has begun our fall round of exercising 700+ valves. Once that round is complete then we roll right into flushing and winterizing our 250 hydrants. This maintenance is quite important as this is a chance to identify any issues these valves or hydrants have and be able to prioritize and schedule repairs accordingly. We are still depending on valves from 1910 or earlier to hold back water when needed. A good maintenance schedule makes this possible.
6. Chris has been collecting data for the GIS mapping system. The electric system is complete, he has been doing water for some time now. The valves have all been located and added to the program. The hydrants are the next addition. Locating and adding each home's water lateral curb stop will be the final input to our mapping.
7. Christopher has completed his annual Disinfection Byproducts sampling and has received those favorable results. Most recently, he collected and sent in eleven samples for the presence of lead or copper. This is an every 3-year DNR requirement. These results have yet to be attained. We are all aware of the importance of an absence of lead showing up in these samples. Testing expenses increase exponentially if these test results are not favorable, not to mention any possible health issues. Lead and copper levels are kept in check by proper dosage in order to coat the pipes and keep the metals from leaching into the water supply.
8. We just encountered our first water main break of the summer. Summer breaks are not real common, but over the years we have had a few. This particular break happened to take place within a couple feet of a previous break about five years ago. The call came in at about 10:30 PM, Matt throttled down the main, leaving customers with water for the night, and bucked off the area. I called in an emergency locate for 8:00 AM the following day, Stoller showed up and started digging at 8 AM and the water was shut down. The crew removed a 5' piece of 6" main which contained two holes from the breaks and a water lateral hole. That pipe was replaced with a piece of 6" PVC pipe, tapped for the lateral and turned on to test for leaks. Water was restored by 11 AM. A normal main repair just requires the installation of a stainless steel, rubber lined repair

sleeve to be tightened around the main which generally breaks all the way around the pipe as if it were cut with a saw blade. This repair was more involved due to multiple holes in close proximity.

9. We replaced the bad regulator control at the North Substation. Because we do not get a lot of hands on work in the substations, the whole crew was present to change out the controls and set the programming for the replacement control. The new control has been functioning well.
10. The crew has been minimally involved with the High School solar project which is reaching completion.

ALGOMA UTILITIES OFFICE REPORT

ALGOMA UTILITY COMMISSION & GENERAL MANAGER

From: OFFICE MANAGER

Date: 9/9/2020

Re: OFFICE REPORT FOR 8/11/2020 – 9/8/2020 ACTIVITIES

Billing Clerk:

- Made various updates to website.
 - Participated in discussions regarding disconnections and past due reminders, due to COVID.
 - Participated in MyAccount (new customer online portal) training.
 - Worked with office staff and WPPI staff on implementation of MyAccount.
 - Sent out deposit requests to several customers.
 - Worked on re-sequencing meter reading routes.
 - Provided customer service and assisted in covering customer service duties, entering payments, deposits etc.
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Utility Clerk:

- August collections from State Debt Collection (SDC) was \$200.00.
- Received Non-Agricultural Motor Fuel Tax Refund for \$182.62 from the Wisconsin Department of Revenue.
- Tested reports created by WPPI for reporting of Energy Assistance to Energy Services Inc. The reports are usable. However, I continued to test the Energy Assistance module with different transaction types to obtain a more useful report.
- Participated in WPPI MyAccount on-line training and infosend meetings.

- Prepared the past due notices and commercial disconnect notices for September, which were approved and mailed from infosend.
 - Prepared and distributed the monthly calendar to colleagues. Also prepared deposits, processed truck hours, miscellaneous A/R invoices, prepared and mailed service application letters to new customers, and other various tasks, due to vacancy.
 - Provided customer service and front desk coverage as needed.
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Office Manager/Accountant:

- Managing private well renewal permits, updated spreadsheet and receipted completed forms and permit fees.
- Imported valve turning activity to Wachs valve turner handheld and saved to server.

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- Reviewed and approved annual City audit report (utility portion) and letter.
- Reviewed and verified the PSC authorized water rates that will be effective with usage after the 10/30/2020 meter readings. Updated all rate sheets and permanent vault binders.
- Working on electric and water operating and maintenance and capital budgets.
- Providing monthly data for U.S. Bureau of Labor Statistics (BLS) reporting.
- Staff worked with WPPI Energy to utilize infosend services and was training in the MyAccount system (replaces eCare online customer portal). MyAccount went live in September!
- Office staff participated in the Open Mic Hour hosted by WPPI.
- Participating in the WPPI Energy Microsoft Dynamics SL Replacement Working Group via teleconference.
- Participated in large power AMI meeting.
- Attended online finance and personnel meeting.
- Assisted other WPPI, MEUW and WRWA utilities with questions and PSC issues.
- Assisted with customer service and front desk coverage as needed.

COVID-19 issues:

- Reviewed PSC codes and state statutes for updates and suspensions issued per the Governor's executive emergency order and the PSC's Investigation Order.
- Responded to P.S.C. , MEUW and WPPI data inquiries and completed surveys. Compiling COVID-19 costs and lost revenue statistics.

- Staff prepares for the continued postponement of the April 15th winter moratorium ending. PSC held disconnection suspension on July 25th and has now postponed it again until October 1st. Reviewing business practice changes to be in compliance with the newest PSC orders.
- Participating in webinars and conference calls, several times per week.

Customer Service Clerk: vacant position