



City of Rock Falls Electric Committee Meeting Minutes

Date: August 18, 2008 Time Meeting Started: 6:30 p.m. Time Meeting Ended: 7:45 p.m.

Members		Also Attended	
Alderman Hand (chairperson)	X	Mayor Blanton	X
Alderman Arduini		Paul Jakubczak, Electrical Director	X
Alderman Kuhlemier	X	Richard Downey, City Administrator	X
Alderman Reitzel			

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 6:30 p.m.	<ul style="list-style-type: none"> Approval of July 8, 2008 Electric Committee Minutes. 	No action.
3. Financial Update.	<ul style="list-style-type: none"> Total billed \$686,682.00; Total expenses \$812,461.00; (\$170,034.00 towards Hydro claim) Capitol Cost Recovery was \$37,051.00. Reliability for the month was 99.97% 	No action.
4. Hydro Plant Update.	<ul style="list-style-type: none"> Mr. Jakubczak gave an update on Unit #2, the output is roughly 300kw. They were working through some oil pressure issues which they were thinking was a seal or a computer issue. Unit #1 is going well. The Hydro upgrade itself is on schedule for shut down of the plant in October. The installation of the transformer, switchgear and generator to commence then and to be back up online in December. 	No Action.
5. Broadband Update.	<ul style="list-style-type: none"> Mr. Jakubczak discussed with the Committee the contract NI Solutions to design the bid specs for fiber install down Route 30 which will take care of the new Sewer Plant as well as some broadband customers. We also discussed the KDL proposal as far as the fiber trade from across the river through town; waiting on KDL for the contract. 	No Action.
6. Billing Informational Change.	<ul style="list-style-type: none"> We handed out a series of potential bills to look at changing our formats. With the recommendation from the Water Superintendent and Paul Jakubczak the Committee decided to talk with Civic Systems about switching over to the Madison, WI format. This format will provide yearly information, yearly usage for water and electric on the utility bill. 	No Action.
7. Identity Theft Program.	<ul style="list-style-type: none"> We discussed the Identity Theft Program which is to go in effect on November 1, 2008. The IMEA is putting together a blanket policy that we can use a template. They are also putting together a short presentation to be held in 	No Action.

	September.	
8. Payment Request.	<ul style="list-style-type: none"> Mr. Jakubczak informed the Committee that he received a request from a mother whose son had run into a utility pole to pay off her son's debt at a \$100.00/month. This was approved by the Electric Committee to be put on the mother's utility bill for collection. 	No Action.
9. APPA Programs.	<ul style="list-style-type: none"> Discussed some new programs that APPA is putting together for energy efficiency. Paul talked with Ted Padilla, Ed Cox and Richard Downey regarding recycling; about putting together a welcome packet when customers come in to sign up for service in the Billing Office. This packet will contain information on energy efficiency. We also discussed energy efficiency regarding adding to our Web Page. We will be looking into that and updating our Web Page. Customer Service Benchmarking - this is a program that APPA is putting together to benchmark our customer service against the rest of the public power communities in the U.S. It was decided we would hold off on this until we received our final report from Hometown Connections. Hometown Connections is scheduled for August 20 & 21, 2008. We are looking on the afternoon of the 20th to have any public officials come in and talk with them. Public Employee Website - APPA has put together a Web Site for public power jobs which we will be adding a link to from our Web Site. 	No Action.
10. Phone Call Reminder-Delinquent Bills.	<ul style="list-style-type: none"> Richard Downey gave an update that the trial period will begin shortly for the collector which will call after hours to the customers reminding them that their bills are due or they will be disconnected. It also tracks it to make sure that they are contacted or a message was left. 	No Action.
11. Review cost estimates for software updates.	<ul style="list-style-type: none"> Software transfers from MSI-Civic - we decided to hold off on this to discuss this until further notice. 	No Action.
12. APPA Customer	<ul style="list-style-type: none"> Covered in item #9 	No Action.
13. Committee Member Items	<ul style="list-style-type: none"> Proposal from Sega to do engineering work at Centennial Park. The Committee approved this item with a maximum cost not to exceed \$26,000.00 pending the attorney review and City Council approval. IMEA Annual Conference will be held on October 24-25, 2008. Please advise if you plan on attending. Discussed the issues we have had with two of our generators. One being a relay failure, the other being a loose connection. We also discussed the applications for the Billing Office position; currently they had received roughly 70 applications 	City Council approval.

	<p>with another 4-5 days going before the deadline.</p> <ul style="list-style-type: none"> • Paul discussed with the Committee the ad for the Operations Manager that will be going out before the end of the week. • The final two lights have been painted at City Hall and they are scheduled to be reinstalled this week. • Mr. Jakubczak received a correspondence from Engel Electric regarding the traffic signal controller for First Avenue and Second Street will be the first week of September and should be installed shortly thereafter. • Discussed the clock on First Avenue by the old Hollywood Video location. The City Council instructed Paul Jakubczak to remove this clock and store it at the Electric Department until the First Avenue bridge project is complete or until an alternative location is located. 	
	<ul style="list-style-type: none"> • Adjournment @ 7:45 p.m. 	

Paul A. Jakubczak, Electrical Director