



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, February 28, 2024

4:00 PM

**President Stanley called the meeting to order at 4:00PM**

CALL OF ROLL:

**PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Commissioner Dale Adams**

**OTHERS: Julie Kennedy, Mike LeClaire, Chad Troumbly, Jean Lane, Megan Pehrson**

PUBLIC FORUM:

**No one from the public was present.**

APPROVAL OF MINUTES:

1. Consider a motion to approve the January 24, 2024 Regular Commission Meeting Minutes.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the January 24, 2024 Regular Commission Meeting Minutes.**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith**

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,321,171.66 in verified claims for January and February 2024.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve \$1,321,171.66 in verified claims for January and February 2024.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith  
Voting Abstaining: President Stanley**

COMMISSION REPORTS:

**None.**

CONSENT AGENDA: Any item on the consent agenda shall be removed for consideration by the request of any one Commission member, Utility Staff, or the public and put on the regular agenda for discussion and consideration.

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the consent agenda as presented.**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith**

3. Consider a motion to approve the procurement contract with Nelson Roofing for re-roofing the south portion of the GRPU Combined Service Center (CSC) for \$426,479 and authorize the General Manager to sign the contract.

**Approved on consent agenda.**

4. Consider a motion to ratify the procurement contract with Martin's Snowplow and Equipment for a new snowplow for \$12,704.99.

**Approved on consent agenda.**

5. Consider a motion to ratify the procurement contract with Tech Sales Co for flow meters for wells 4 and 6 for \$9,075.12.

**Approved on consent agenda.**

SETTING OF REGULAR AGENDA: This is an opportunity to approve the regular agenda as presented, or add/delete an agenda item by a majority vote of the Commission members present.

**Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve the regular agenda as presented.**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith**

SAFETY REPORT:

6. Safe Drinking Water - *Legionella* Mitigation Update

**Updated on Safe Drinking Water-Legionella Mitigation**

7. Review Safety Monthly Report

**Reviewed Safety Monthly Report**

ADMINISTRATION:

8. Consider a motion to ratify the 2024 Minnesota Pay Equity Compliance Report and authorize signature and filing the report with the Minnesota Office of Management and Budget.

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to ratify the 2024 Minnesota Pay Equity Compliance Report and authorize signature and filing the report with the Minnesota Office of Management and Budget. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

9. Consider a motion to approve the employee classification and compensation study conducted by Gallagher.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the employee classification and compensation study conducted by Gallagher. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

10. Consider a motion to approve the full lump sum merit pay allowed in the General Manager's employment agreement based on the Commissioners evaluation of her 2023 performance.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to approve the full lump sum merit pay allowed in the General Manager's employment agreement based on the Commissioners evaluation of her 2023 performance. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

11. Consider a motion to approve the updated position description for Information Systems (IS) Utility Locator/GIS Technician and authorize the internal and external advertisement for the position.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the updated position description for Information Systems (IS) Utility Locator/GIS Technician and authorize the internal and external advertisement for the position. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

12. Consider a motion to approve position description for Temporary Part-Time Administrative Assistant/Customer Service Representative and authorize the internal and external advertisement for the position.

**Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve position description for Temporary Part-Time Administrative Assistant/Customer Service Representative and authorize the internal and external advertisement for the position. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

#### BUSINESS SERVICES DEPARTMENT:

13. Consider a motion to approve a master subscription agreement and statement of work with SpryPoint Services Inc. for utility billing, customer portal, interval data management, and service orders and authorize the General Manager to sign documents.

**Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve a master subscription agreement and statement of work with SpryPoint Services Inc. for utility billing, customer portal, interval data management, and service orders and authorize the General Manager to sign documents. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner**

**Adams**

14. Review Business Services Monthly Report

**Reviewed Business Services Monthly Report**

ELECTRIC DEPARTMENT:

15. Review Electric Utility Monthly Report

**Reviewed Electric Utility Monthly Report**

WATER AND WASTEWATER DEPARTMENT:

16. Review Water Utility Monthly Report

**Reviewed Water Utility Monthly Report**

17. Review Wastewater Utility Monthly Report

**Reviewed Wastewater Utility Monthly Report**

ADJOURNMENT:

**There being no further business, the meeting was adjourned at 4:48PM.**

**Respectfully submitted,**

*Megan Pehrson*

**Megan Pehrson, Executive Assistant**