

**GRAND RAPIDS
PUBLIC UTILITIES**
Service is Our Nature

GRAND RAPIDS PUBLIC UTILITIES COMMISSION SPECIAL MEETING

AGENDA

Wednesday, October 30, 2024

3:15 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Special Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, October 30, 2024 at 3:15 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL:

PUBLIC FORUM:

APPROVAL OF MINUTES:

1. Consider a motion to approve the September 11, 2024 Work Session Minutes and the September 25, 2024 Regular Meeting Minutes.

VERIFIED CLAIMS:

2. Consider a motion to approve \$921,915.17 verified claims for September and October 2024.

COMMISSION REPORTS:

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.

3. Consider a motion to confirm filling the Executive/HR Assistant position with the preferred candidate, Mrs. Megan Sjostrand.
4. Consider a motion to ratify the procurement contract with OPG-3 for Laserfiche cloud service and migration to Cloud services for \$12,450.
5. Consider a motion to ratify the procurement contract with Katama Technologies Inc (KTI) for professional services for technology planning services for \$24,750.
6. Consider a motion to ratify the procurement contract with Lovett Technology LLC for professional services for fiber improvements services for an amount not to exceed \$22,400.
7. Consider a motion to ratify the procurement contract with Fastenal Company for the lifting structure for lift station 1 for \$19,000.00.
8. Consider a motion to ratify the procurement contract with Jasper Engineering and Equipment Company for the clamp on flow meter for the WW return activated sludge line for \$9,399.00.

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.

SAFETY REPORT:

- [9.](#) Review Safety Monthly Report

ADMINISTRATION:

- [10.](#) Review and discuss the 2024 Annual Plan Q3 Scorecard
- [11.](#) Consider a motion to approve TASC (Total Administrative Services Corporation) as the COBRA/MN Continuation/MN Public Employee Continuation Service and authorize the General Manager to sign the COBRA Premium Collection Forms.

BUSINESS SERVICES DEPARTMENT:

- [12.](#) Review Business Services Department Monthly Report

ELECTRIC DEPARTMENT:

- [13.](#) Review Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

- [14.](#) Review Water Utility Monthly Report
- [15.](#) Review Wastewater Utility Monthly Report

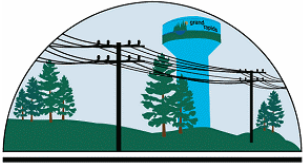
ADJOURNMENT:

The next Joint City Council/GRPU Commission meeting is scheduled for Wednesday, October 30, 2024 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Work Session is scheduled for Wednesday, November 13, 2024 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, November 27, 2024 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC's desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, please contact our office at 218-326-7024 and we will provide you with a copy of the policy.



**GRAND RAPIDS
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**GRAND RAPIDS PUBLIC UTILITIES COMMISSION
WORK SESSION
MEETING MINUTES**

Wednesday, September 11, 2024

8:00 AM

President Stanley called the meeting to order at 8:05AM

CALL OF ROLL:

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

ABSENT: Commissioner Dale Adams

OTHERS: Julie Kennedy, Chad Troumbly, Megan Sjostrand

BUSINESS:

1. Consider a motion to approve \$1,291,578.20 in verified claims for August 2024.

Motion made by Commissioner Smith, Seconded by Secretary Francisco to approve \$1,291,578.20 in verified claims for August 2024.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug

2. Discuss Electric Load Management Programs.

Discussed Electric Load Management Programs.

3. Discuss City HR & IT Collaboration Update.

Discussed City HR & IT Collaboration Update.

4. Discuss Policy Updates.

Discussed Policy Updates.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:18 am.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand



**GRAND RAPIDS PUBLIC UTILITIES COMMISSION
MEETING MINUTES**

Wednesday, September 25, 2024

4:00 PM

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

CALL OF ROLL:

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

OTHERS: Julie Kennedy, Jean Lane, Steve Mattson, Megan Sjostrand

ABSENT: Commissioner Nancy Saxhaug with notice.

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the August 14, 2024 Work Session Minutes and the August 28, 2024 Regular Meeting Minutes.

Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the August 14, 2024 Work Session Minutes and the August 28, 2024 Regular Meeting Minutes.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$781,139.17 verified claims for August and September 2024.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve \$781,139.17 verified claims for August and September 2024.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Adams

COMMISSION REPORTS:

Commissioner Adams mentioned that he drove down NE 3rd Avenue and observed that the reconstruction has turned out well.

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 Commissioner Adams, Seconded by Commissioner Smith to approve the consent agenda as presented.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

3. Consider a motion to authorize the sale of surplus vehicles.

Approved on consent agenda.

4. Consider a motion to ratify the procurement contract with Keller Fence Company – North Inc. for fence removal and replacement.

Approved on consent agenda.

5. Consider a motion to approve the procurement contract with Trachte, LLC, to repair the roof at the Grand Rapids 115 kV Substation for \$28,514 and allow the General Manager to sign the contract.

Approved on consent agenda.

6. Consider a motion to approve the procurement contract with Rapid Garage Door and Awning for replacing the west garage door at the CSC garage bay for \$36,914.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

7. Consider a motion to approve the procurement contract with Electric Pump Inc. for rebuilding the spare domestic pump for \$25,410.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

8. Consider a motion to approve the procurement contract with Electric Pump Inc for purchasing two 10 hp Flygt filtrate pumps for the WW primary plant for \$33,302.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

9. Consider a motion to approve the procurement contract with Jamar Company for installing a two-ton min split for number 7 building MCC for \$7,470.00.

Approved on consent agenda.

10. Consider a motion to approve the procurement contract with Jamar Company for installing a two-ton min split for the industrial screen house building MCC for \$7,340.00.

Approved on consent agenda.

11. Consider a motion to approve the procurement contract with Baldwin Supply Company for the purchase of a gear box for the Parkson screen at the industrial screen house for \$14,593.62.

Approved on consent agenda.

12. Consider a motion to approve the procurement contract with Novaspect Inc. for upgrading the process control system software Delta V (SCADA) to version 15 including new a pro-plus, service center app, 7 workstations and out of date controllers for \$109,489.00 and allow the General Manager to sign the contract.

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 Commissioner Smith, Seconded by Secretary Francisco to approve the regular agenda.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

SAFETY REPORT:

13. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

14. Consider a motion to approve the GRPUC Social Media Policy.

Motion made by Secretary Francisco, Seconded by Commissioner Adams to approve the GRPUC Social Media Policy.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

15. Consider a motion to approve the Executive/HR Assistant position description and authorize an internal posting for the position.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve the Executive/HR Assistant position description and authorize an internal posting for the position.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

BUSINESS SERVICES DEPARTMENT:

16. Business Services Department Monthly Report - September 2024

Reviewed Business Services Department Monthly Report

ELECTRIC DEPARTMENT:

17. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

18. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

19. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

DEPARTMENT HEAD REPORT:

20. Administration Department Head Presentation

General Manager Julie Kennedy gave the Administration Department Head Presentation

ADJOURNMENT:

There being no further business, the meeting adjourned at 4:55 pm.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 30, 2024

AGENDA ITEM: Consider a motion to approve \$921,915.17 verified claims for September and October 2024.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$387,834.89
Manual check register \$534,080.28

Total \$921,915.17

RECOMMENDATION:

Consider a motion to approve \$921,915.17 verified claims for September and October 2024.

Grand Rapids Public Utilities
 Accounts Payable
 September/October 2024
 (Meeting Date: 10/30/2024)

Item 2.

NAME	AMOUNT	NAME	AMOUNT
America Public Power Assocaition	12,592.09	McMaster-Carr	892.62
American Water Works Association	376.00	Mielke Electric Works	6,247.90
Bolton & Menk	442.00	MN Municipal Utilities	1,575.00
Border States	4,899.22	Mpower	15,024.98
Burggrafs	176.22	Nextera	548.49
Carquest	128.42	Northeast Technical Services	1,127.50
Central McGowan	3,939.86	Northwoods Cleaning Company	375.00
City of Grand Rapids	1,695.50	Novaspect	21,805.95
Cole Hardware	188.91	OPG-3	3,075.00
Compass Minerals	4,628.71	Paul Bunyan	200.00
Davis Oil	2,565.53	Pitney Bowes	265.58
Duncan Co	506.53	Polydyne	143,094.10
Fastenal	4,796.37	Procise Solutions	612.50
Ferguson Waterworks	1,444.93	Public Utilities	2,217.06
Figgins Truck & Trailer	2,544.60	Rapid Crane & Rigging	3,400.00
Frontier Energy	4,557.58	Rapids Radio	955.50
Grainger	4,262.53	Rapids Welding	17.02
Hach	487.20	RMB	3,357.20
Hawkins	10,617.36	Sandstroms	609.24
HR Direct	308.85	SpencerFane	2,449.00
Ingersoll Rand	1,210.50	SpryPoint	16,320.00
Innovative Office Solution	60.58	Stuart Irby	1,751.53
Itasca County	648.08	Tech Sales	2,378.00
Jamar Company	356.94	Thein Well	660.00
Jasper Engineering & Equipment	2,380.48	TNT Construction	4,720.00
Johnson, Killen, & Seiler	885.50	Treasure Bay	2,303.00
Katama Technologies	4,665.16	TrenchersPlus	49,154.00
L&M	33.97	USA Bluebook	361.85
Lake Country Lawn & Snow	6,900.00	Vestis	295.22
Lake States Construction	11,162.50	Viking Electric	1,667.11
Lakes Aquatic Weed Removal	6,650.00	Volco Company	1,692.09
		WUSZ-FM	420.00
		Xerox	80.33
		Energy Efficiency Rebate:	
		Blair, Karen	35.00
		Carlisle, Jack & Angela	1,000.00
		Freed, Susannah	35.00
		Wohlers, Pete	1,000.00
		Total	387,834.89

September 2024 Check Register

Document Date	Check #	Vendor Name	Document Amount	Check Date
9/3/2024	5201	Northeast Service Cooperative	63,213.38	9/30/2024
9/6/2024	5202	Public Employees Retirement Association	18,450.24	9/6/2024
9/6/2024	5203	MN Department of Revenue	5,324.51	9/6/2024
9/6/2024	5204	Wells Fargo Bank	30,837.08	9/6/2024
9/6/2024	5205	Empower Retirement	9,825.36	9/6/2024
9/3/2024	5206	Northeast Service Cooperative	4,462.00	9/30/2024
9/6/2024	5207	Invoice Cloud	3,369.80	9/30/2024
9/6/2024	5208	WEX Health	1,127.17	9/30/2024
9/10/2024	5209	Empower Retirement	2,471.50	9/30/2024
9/10/2024	5210	Wells Fargo Bank	7,729.16	9/10/2024
9/18/2024	5211	MN Department of Revenue	104,916.00	9/30/2024
9/19/2024	5212	Public Employees Retirement Association	18,581.23	9/19/2024
9/19/2024	5213	MN Department of Revenue	5,393.37	9/19/2024
9/19/2024	5214	Wells Fargo Bank	31,261.54	9/19/2024
9/19/2024	5215	Empower Retirement	9,965.37	9/19/2024
9/20/2024	5216	WEX Health	1,127.17	9/30/2024
9/23/2024	5217	WEX Health	101.75	9/30/2024
9/3/2024	5218	Wells Fargo Bank	23.76	9/30/2024
9/25/2024	5228	TASC	72.96	9/30/2024
9/6/2024	83542	Mattson Steve	47.57	9/6/2024
9/6/2024	83543	Postage By Phone System	5,000.00	9/6/2024
9/6/2024	83544	UNUM Life Insurance Company of America	3,853.08	9/6/2024
9/6/2024	83545	UPS	216.70	9/6/2024
9/6/2024	83546	MN Child Support Payment Center	427.31	9/6/2024
9/6/2024	83547	NCPERS Group Life Insurance	80.00	9/6/2024
9/9/2024	83548	City of LaPrairie	18,487.67	9/30/2024
9/12/2024	83582	Radtke James	13,656.50	9/12/2024
9/12/2024	83583	Enterprise FM Trust	12,965.98	9/12/2024
9/13/2024	83584	Customer Refunds - Cheryl Louis	57.13	9/30/2024
9/13/2024	83585	Customer Refunds - John Yurrick	140.07	9/30/2024
9/13/2024	83586	Customer Refunds - William & Victoria Deer	11.66	9/30/2024
9/13/2024	83587	Customer Refunds -George Richmoore & Jon Valentin	83.32	9/30/2024
9/13/2024	83588	Customer Refunds - Jeff Riendeau	57.54	9/30/2024
9/13/2024	83589	Customer Refunds - Pork Belly Ventures LLC	108.06	9/30/2024
9/19/2024	83590	MN Child Support Payment Center	427.31	9/19/2024
9/19/2024	83591	MN Council 65	1,866.20	9/19/2024
9/20/2024	83592	UPS	431.76	9/20/2024
9/20/2024	83593	First Net AT & T Mobility	1,136.61	9/20/2024
9/20/2024	83594	Verizon Wireless	1,017.66	9/20/2024
9/20/2024	83595	US Bank Equipment Finance	412.55	9/20/2024
9/27/2024	83645	First Net AT & T Mobility	458.72	9/27/2024
9/27/2024	83646	LeClaire Mike	231.93	9/27/2024
9/27/2024	83647	UNUM Life Insurance Company of America	3,906.61	9/27/2024
9/27/2024	83648	Troumbly, Chad M	229.14	9/27/2024
9/27/2024	83649	Customer Refunds - White Companies Inc	604.62	9/30/2024
9/27/2024	83650	Customer Refunds -Katelyn Salmonson	57.95	9/30/2024
9/27/2024	83651	Customer Refunds -Jeffery Carney	3.88	9/30/2024

9/27/2024	83652	Customer Refunds - Kendra Predovich	57.68	9/30/2024
9/27/2024	83653	Customer Refunds - Bianca Potter	107.34	9/30/2024
9/27/2024	83654	Customer Refunds - Brett Carlson	71.67	9/30/2024
9/27/2024	83655	Customer Refunds - Grace Derfler	78.28	9/30/2024
9/27/2024	83656	Customer Refunds - Jose Cordero	40.88	9/30/2024
9/27/2024	83657	Customer Refunds - Douglas Naylor & Vera Schumanr	90.56	9/30/2024
9/27/2024	83658	Customer Refunds - Adam Richmond & Eliz Schultz	59.45	9/30/2024
9/30/2024	83659	City of Grand Rapids	136.50	9/30/2024
9/30/2024	83660	City of Grand Rapids	76,873.71	9/30/2024
9/30/2024	83661	City of Grand Rapids	72,333.33	9/30/2024
		Checks Previously Approved **	0.00	
		Manual Checks/EFT to be approved	534,080.28	
		Total Manual Checks	534,080.28	

Item 2.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 30, 2024

AGENDA ITEM: Consider a motion to confirm filling the Executive/HR Assistant position with the preferred candidate, Mrs. Megan Sjostrand.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

At the September 25, 2024, regular meeting, the Commission authorized the internal posting of the Executive/HR Assistant vacancy. This action was a result of the City Council approving the motion put forward by City staff to terminate the shared Human Resources (HR) services with GRPU as of September 30, 2024.

Following internal posting for the position opening, we collected one application. An interview was held on October 4, 2024. Management staff recommends the Commission formally confirm filling the Executive/HR Assistant position with the preferred candidate, Mrs. Megan Sjostrand.

RECOMMENDATION:

Consider a motion to confirm filling the Executive/HR Assistant position with the preferred candidate, Mrs. Megan Sjostrand.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 30, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with OPG-3 for Laserfiche cloud service and migration to Cloud services for \$12,450.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

We currently maintain a shared license with the City for an on-premise Laserfiche repository, which we use to store all documents required for record retention. However, many of our employees work in the field and are unable to access a computer to retrieve the necessary documents in Laserfiche. As a result, it has become essential to transition to a cloud-based repository.

This procurement contract covers the annual cost of our Laserfiche Cloud licenses, as well as the expenses associated with migrating our existing documents and workflows to the new cloud platform.

RECOMMENDATION:

Consider a motion to ratify the procurement contract with OPG-3 for Laserfiche cloud service and migration to Cloud services for \$12,450.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 30, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Katama Technologies Inc (KTI) for professional services for technology planning services for \$24,750.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

City staff informed me of their intent to discontinue providing IT services to GRPU effective May 2025. As discussed at our past work session, though there has not yet been Council action on this termination of collaborative services, GRPU is actively moving forward with the transition to begin managing our own IT services.

To start, we reached out to APPA's affiliate Hometown Connections to connect us with a consultant who specializes in technology planning for municipal utilities such as GRPU. As a result, we contracted with Katama Technologies, Inc (KTI) to assist us with designing our transition plan for IT services. In early September, KTI staff were on site to review our current technology and operating processes, including a meeting with City IT staff, to ensure we have an effective plan to manage the upcoming transitional activities. We received KTI's report in mid-September and requested a meeting with City IT staff to review the recommendations and establish a successful transition plan. The meeting has been scheduled for next week.

RECOMMENDATION:

Ratify the procurement contract with Katama Technologies Inc (KTI) for professional services for technology planning services for \$24,750.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 30, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Lovett Technology LLC for professional services for fiber improvements services for an amount not to exceed \$22,400.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

As part of the work to transition managing our own IT services, GRPU staff are working with this IT professional services consultant on the modernization of our IT infrastructure. This project will provide upgrades to our fiber network that will improve the performance of our various technology applications.

RECOMMENDATION:

Ratify the procurement contract with Lovett Technology LLC for professional services for fiber improvements services for an amount not to exceed \$22,400.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 30, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Fastenal Company for the lifting structure for lift station 1 for \$19,000.00.

PREPARED BY: Steve Mattson, Water Wastewater Manager

BACKGROUND:

This purchase is part of the approved WWT Capital Budget of \$25,000. \$0 has been spent to date.

This project was identified as a safety project and was a part of the 2024 strategic goals for the utility.

The GRPUC Procurement Policy was followed and the procurement contract is on file.

The vendor's Certificate of Insurance has been verified to meet the contract requirement and is on file.

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Fastenal Company for the lifting structure for lift station 1 for \$19,000.00.

Capital Plan

2024 *thru* 2028

Item 7.

Grand Rapids Public Utilities Commission

Project # WWCO2405
Project Name Lift 1 Pump Lifting Structure

Department 3-Wastewater Collection
Contact Steve Mattson
Type Unassigned
Useful Life 20
Category Water System
Priority 02 - Significant Need
Status Active

Total Project Cost: \$25,000

Description

Lift 1 is the main lift station that pumps all of Cohasset and Grand Rapids towards the domestic lift station.

Justification

This lift station is susceptible to plugging due to rags and causes major concerns of violations from the MPCA due to flooding caused by plugged pumps. Having a lifting system setup and preatched to the pumps would save significant time in preventative maintenance as well unplugging pumps during a critical time.

Expenditures	2024	2025	2026	2027	2028	Total
Purchases	25,000					25,000
Total	25,000					25,000

Funding Sources	2024	2025	2026	2027	2028	Total
Rplcmt Fund-WWC Infrastructure	25,000					25,000
Total	25,000					25,000

Budget Impact/Other

Budget Items	2024	2025	2026	2027	2028	Total
Capital Projects	25,000					25,000
Total	25,000					25,000



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 30, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Jasper Engineering and Equipment Company for the clamp on flow meter for the WW return activated sludge line for \$9,399.00.

PREPARED BY: Steve Mattson, Water Wastewater Manager

BACKGROUND:

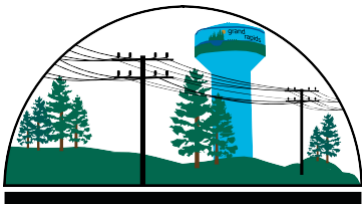
This purchase is a non-budgeted expense due to an unplanned failure of the return activated sludge flow meter. Control of the return activated sludge is an essential part of managing the secondary plant effectively. This purchase is to replace the 25-year-old flow meter on the line to basin A1.

The GRPUC Procurement Policy was followed and the procurement contract is on file.

The vendor's Certificate of Insurance has been verified to meet the contract requirement and is on file.

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Jasper Engineering and Equipment Company for the clamp on flow meter for the WW return activated sludge line for \$9,399.00.



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

SAFETY REPORT October 2024 Commission Meeting

Safety Topic This Month

Safety Brad will train all employees on fire extinguisher use and the Emergency Action Plan (EAP) on October 24th.

Safety Committee Program Review This Month

Safety Brad and the Safety Committee will review PCB compliance and the Emergency Action Plan (EAP) on October 24th.

Incidents Reported last Month by Department

Administration: None Electric: None
Business Services: None Water-Wastewater: None

Cumulative Incidents for 2024

Recordable Incidents	1
Lost Time Days 2024	0
Restricted Days 2024	0
First Aid Only (not recordable)	1

Total FROI 2

Recordable Incident 5-year History

	2020	2021	2022	2023	2024
ADMIN	0	0	0	0	0
BUS SVCS	0	0	0	1	0
ELEC	0	0	0	0	1
W-WW	3	1	0	0	0
TOTAL	3	3	0	1	1



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 30, 2024

AGENDA ITEM: Review and discuss the 2024 Annual Plan Q3 Scorecard

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

In 2023, the Commission developed a new strategic plan to serve as a roadmap for the future development and growth of utility services in our community. GRPU’s vision is to be a dynamic public asset for the thriving community of Grand Rapids, enhancing lives and fostering growth through excellence in the provision of essential utility services. GRPU’s mission is to empower their team members to deliver safe, reliable, affordable, sustainable, and customer-focused utility services for our community.

The strategic plan is organized around the following five “pillars” of activity:

- Uninterrupted, High-Quality Utility Services (US)
- Strategic and Sustainable Fiscal Management (FM)
- Engaging and Educating the Community (EC)
- Use and Stewardship of the Natural Environment (NE)
- Operational Excellence (OE)

Each year following updated and reaffirmed strategic direction from the Commission, the General Manager and staff create an annual operating plan. The annual operating plan includes SMART goals within the five “pillars” developed by the priorities and strategic intent of the Commission. A scorecard on progress toward achieving each approved goal/deliverable will be presented to the Commission in the months following the end of each quarter (April, July, October, and January).

Attached is the 2024 Q3 scorecard for discussion at the Commission meeting.

RECOMMENDATION:

Review and discuss the 2024 Annual Plan Q3 Scorecard.

Grand Rapids Public Utilities

October 23, 2024 Commission Meeting

2024 Annual Plan Scorecard Presentation

Julie Kennedy – General Manager


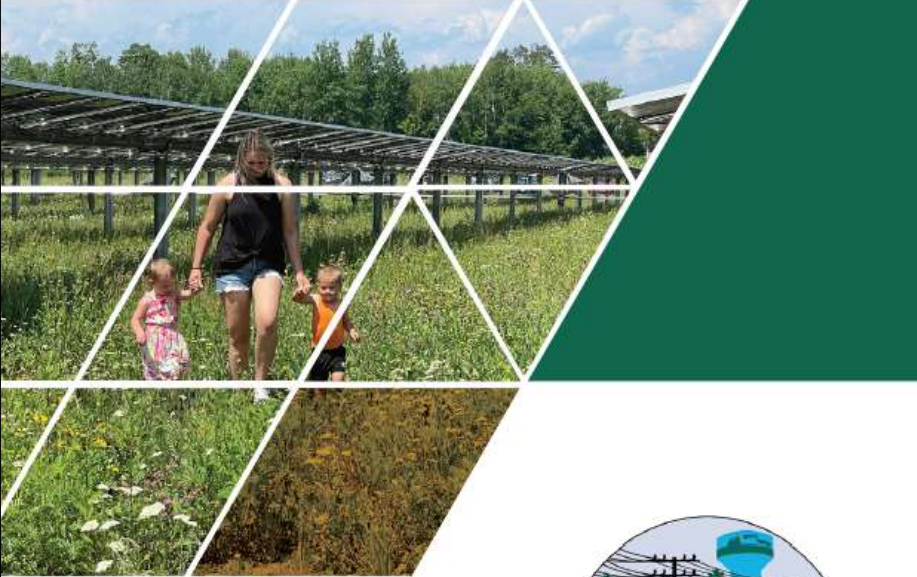


2023-2028 Strategic Plan

STRATEGIC PLAN

PLAN

2023-2028




GRAND RAPIDS PUBLIC UTILITIES
Service is Our Nature

Strategic Plan GRAND RAPIDS PUBLIC UTILITIES/2023 03

WHO WE ARE


Grand Rapids Public Utilities (GRPU) is a statutory municipal utility established by the city of Grand Rapids, Minnesota. The Grand Rapids Public Utilities Commission (GRPUC) provides full control, operation and management of the GRPU electric power distribution system, the water production, treatment and distribution systems, and the wastewater collection and treatment systems.

Our Vision




Our vision is to be a dynamic public asset for the thriving community of Grand Rapids, enhancing lives and fostering growth through excellence in the provision of essential utility services.

Our Values



- Safety** We hold paramount the well-being of our employees and the public in all operations.
- Integrity** We uphold ethical standards and foster trust with all stakeholders.
- Customer Focus** We prioritize customer needs and satisfaction in all our decisions and actions.
- Efficiency** We maximize resources to provide cost-effective services without compromising quality.
- Reliability** We consistently deliver high-quality utility services and strive for uninterrupted access.
- Sustainability** We employ environmentally responsible practices in our operations and services.
- Transparency** We openly share information and decision-making processes, promoting informed community involvement.

Our Mission



Our mission is to empower GRPU team members to deliver safe, reliable, affordable, sustainable, and customer-focused utility services for our community.

2023-2028 Strategic Plan



STRATEGIC PILLARS

Following are GRPU's objectives for the next five years. They are aspirational, and will be attained through the process of breaking the objectives down into specific, measurable, achievable, relevant, and timely (SMART) goals. These will be documented annually in the period's operating plan and supported by the approved budget.

Uninterrupted, High-Quality Utility Services (US)

GRPU recognizes that nothing else we do matters more to our customers than the delivery of reliable, affordable, and sustainable services. GRPU's Strategic Plan sets the following goals for the next five years related to ensuring uninterrupted, high-quality utility services now and in the future.

1. GRPU will develop and begin to execute a long-term (i.e., no less than five year, no greater than twenty year) infrastructure replacement plan that also accounts for anticipated system growth of up to 20% and gradual undergrounding of the electrical system.
2. GRPU will complete the renovation of its water treatment facility to improve operations and ensure adequate future capacity.
3. GRPU will complete the process of jetting its sanitary sewers.
4. GRPU will assess and address customer expectations regarding future technology upgrades they may expect or desire as our system evolves.
5. GRPU will adopt policies and develop contingency plans to:
 - a. manage risks to infrastructure that may result from the activities of bad actors.
 - b. manage risks associated with grid failures or the inability of our single source of power to meet its obligations.

Strategic and Sustainable Fiscal Management (FM)

GRPU aims to be proactive with its resources, recognizing that all decisions are made on behalf of past and future ratepayers. GRPU's Strategic Plan sets the following goals for the next five years related to ensuring strategic and sustainable fiscal management to support ongoing operations and inter-generational equity.

1. GRPU will develop a financial forecast model that accounts for capital expenditures as described in objective US-1 above, including inflation assumptions, target dates, key performance indicators, and decision criteria. The model will account for supply chain issues that may require placing orders years in advance of anticipated project execution.
2. GRPU will take preparatory steps to ensure debt or emergency funding can be obtained quickly should an unexpected infrastructure failure require unplanned expenditures that cannot be addressed with existing resources.
3. GRPU will explore and, when both feasible and practical, adopt an updated rate structure that accounts for the evolving use patterns resulting from electrification (e.g., transition to electric vehicles, distributed energy resources/adoption of solar by home and business owners, etc.).

OPERATIONAL PLANNING, REPORTING AND ACCOUNTABILITY

PLANNING



Each year in September, the GRPUC and GM will review the organization's SWOT, strategic and operational progress. Over the next month, the strategic plan will be updated. Implications and priorities for operations will then be discussed with the GRPUC in October.

Following updated and reaffirmed strategic direction from the GRPUC, the GM and staff will create an annual operating plan. This plan will include SMART goals based on the operating priorities and strategic intent of the GRPUC.

The annual budget will be developed to support the successful realization of the operating plan. Each year GRPU's Audit and Finance Committee will review the budget in November and provide feedback. The final draft of the operating plan and supporting budget will be referred to the GRPUC for action at their December meeting.

REPORTING



Monthly staff reports to the GRPUC will align with and reference the approved operating plan. Items requiring action by the GRPUC will be placed on the agenda.

The GM will report to the GRPUC on progress toward achieving each approved goal/deliverable in a report card prepared in advance of GRPUC meetings in the months following the end of each quarter (April, July, October, and January).

Timelines and/or other details regarding achievement of the SMART goal(s) will be adjusted as needed when conditions require doing so.

SMART goals will not be fully discarded unless they are being replaced with another tactic that will achieve the strategic objective they support. GRPUC action is required to alter or eliminate a strategic objective.

STAFF ACCOUNTABILITY


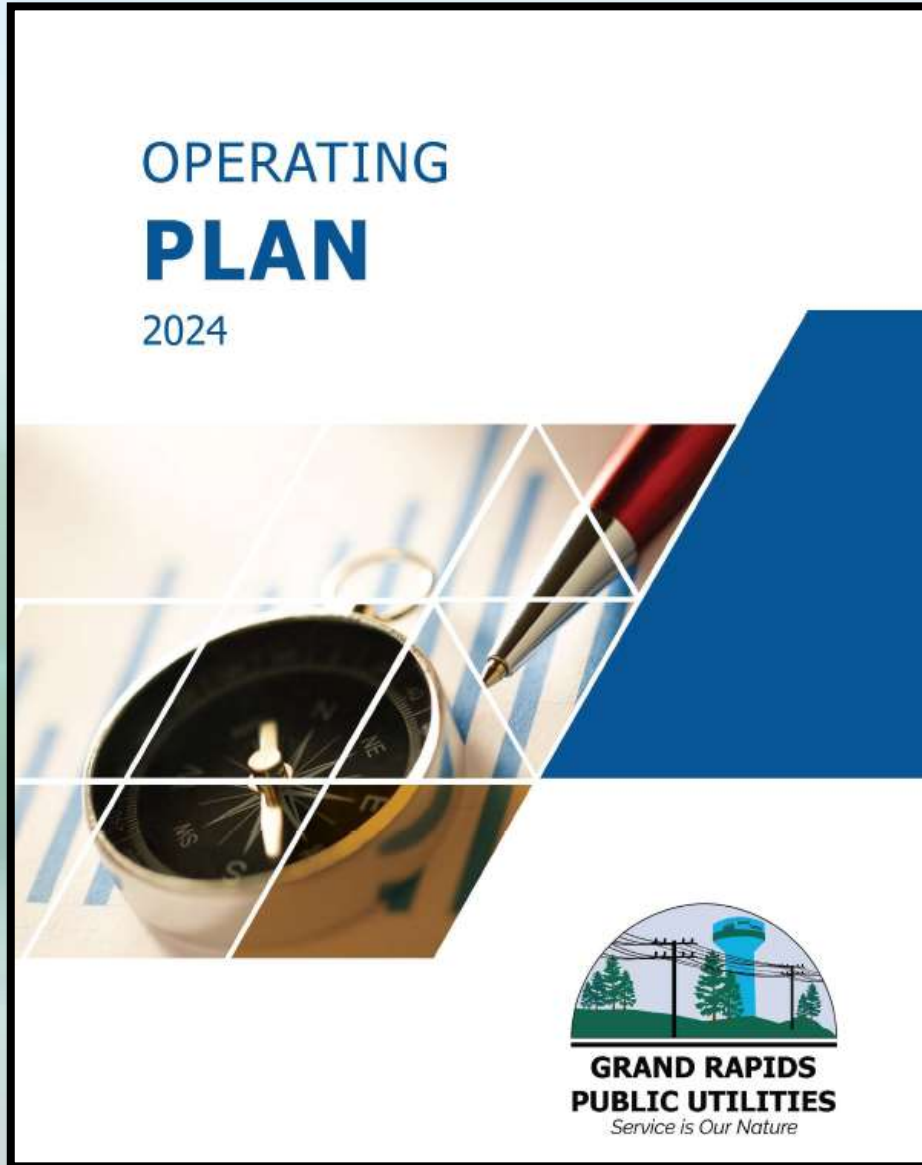


Each year, employees work toward individual performance goals that support GRPU's objectives and aid in their own professional development.

Beginning in 2024, annual employee goals will align with the SMART goals in GRPU's operating plan, and we will foster an organizational culture that is consistent with GRPU's vision, mission, and values as described in the Strategic Plan.

Supervisors will provide ongoing feedback to employees in a manner determined by the GM and consistent with relevant union contracts. Our intent is to ensure that each GRPU team member feels fully connected to the organization's strategic path, knows how they uniquely contribute to achieving our goals, and are supported by the entirety of GRPU in carrying out their roles.

2024 Annual Work Plan



ANNUAL PLANNING PROCESS

In 2023, the Grand Rapids Public Utilities Commission (GRPUC) developed a new strategic plan. It is intended to serve as a roadmap for the future development and growth of utility services in our community.

To accomplish this going forward, a practical, realistic, and easily implemented process for breaking our long-range plan into clear, attainable goals is necessary. To that end:

- In the fall of each calendar year the Grand Rapids Public Utilities Commission will review and update the organization's Strategic Plan. Inherent in this process is a discussion of the most pressing matters to be addressed and the actions that are necessary to achieve the GRPUC's organizational intent.
- Grand Rapids Public Utilities (GRPU) staff takes this Commission-directed information, aligns it with known and anticipated operational exigencies, and proposes a results-focused work plan and budget for the upcoming year. The suggested operational and budget plan is then reviewed, revised if necessary, and eventually approved by the Commission at its December meeting.
- Once this vote has occurred, staff performance plans, accountability metrics, and reporting mechanisms are put into place so that everything is ready for the start of the new fiscal year.

ASSUMPTIONS AND CRITICAL SUCCESS FACTORS

This plan assumes the following conditions:

- There will be no major technical or infrastructure failures, cyber or security breaches during the year.
- There will be no game-changing regulatory or legislative mandates that impact operations in the near term.
- The supply chain will be predictable and reliable.
- There is no significant change in staffing levels or skill sets.
- GRPU will not have to cope with significant natural disasters that cause lengthy outages or require unplanned infrastructure replacements.
- The status of the utility and its relationship to the City of Grand Rapids will be unchanged.
- There will be no unanticipated impacts on large ratepayers and no significant changes (gain/loss) of the customer base).
- Agencies will review submitted plans in a timely manner.
- The contract settlement does not result in significant unanticipated downstream effects that require resources to manage.
- There are no major safety incidents resulting in injury and/or investigation.

1

Feb 12 2024
MDH Press
Release tying
Legionnaires'
disease
outbreak to
GRPU Drinking
Water

2024 Annual Work Plan Scorecard (Q3)



GRPU 2024 Q3 Operating Plan Scorecard As of Sept 30, 2024

Exceeding	Blue
In Process	Light Green
Ongoing	Green
Completed	Dark Green with !!

Caution	Yellow
At Risk	Red
Postponed	Pink

NA for now	Grey
Abandoned	Purple
Added	Orange

Goal	Deliverable	Responsible	Target Date	Q1	Q2	Q3	Q4	Comments
Strategic Pillar: Uninterrupted, High Quality Utility Services (US)								
US-1	Initial draft of 10-year CAPEX plan	Steve, Chad	07/31/24	In Process	In Process	Completed		Completed & presented at 8/14/24 Work Session for discussion.
US-1, US-4, FM-1, OE-2	Substantially operating ERP system (est 90% of modules functioning and collecting data)	Jean	12/31/2024 6/30/2025	In Process	In Process	In Process		Scheduling difficulties. New target date. Working with vendor on 2025 timeline.
US-1, US-4, FM-1, OE-2	Select ERP platform with cap plan feature and customer portal	Jean	2/29/2024 04/24/2024	In Process	Completed	Completed		SpryPoint agreement approved 02/28/24. NetSuites agreement approved 04/24/24.
US-2	WTP renovation project progress includes scoped, engineered, bids received and contractor selected	Steve	12/31/24 5/31/2025	In Process	Postponed	Postponed		Postponed for <i>Legionella</i> mitigation efforts. New target date April 2025.
US-3, NE-1	100%televised WWC system	Steve	10/31/2024 9/15/2025	Caution	Postponed	Postponed		Postponed for <i>Legionella</i> mitigation efforts. New target date Q3 2025.
US-4, EC-2	Public outage map is live and optimized according to defined expectations, then publicly promoted	Chad, Mike, Julie	5/31/24, ongoing promo	In Process	In Process	In Process		Map completed in Q2. Phase II improvements planned for 2025.
US-5	Risk management policy adoption	Julie	4/30/2024 12/30/2024	Postponed	Postponed	In Process		Social media policy adopted Sept 25. Additional policies to be presented in Dec.

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Goal	Deliverable	Responsible	Target Date	Q1	Q2	Q3	Q4	Comments
Strategic Pillar: Strategic and Sustainable Fiscal Management (FM)								
US-1, US-4, FM-1, OE-2	Select ERP platform with cap plan feature and customer portal	Jean	2/29/2024 04/24/2024	In Process	!!	!!		SpryPoint agreement approved 02/28/24. NetSuites agreement approved 04/24/24.
US-1, US-4, FM-1, OE-2	Substantially operating ERP system (est 90% of modules functioning and collecting data)	Jean	12/31/2024 6/30/2025	In Process	In Process	In Process		Scheduling difficulties. New target date. Working with vendor on 2025 timeline.
FM-1, FM-2	Final adoption of operating reserve policy (includes emergency funding)	Jean	3/31/2024 12/30/2024	Postponed	In Process	In Process		Postponed for new auditor insight/knowledge. New target date Dec 2024.
FM-3	Collect data and be prepared to kick off a full rate study in early 2025	Jean	12/31/24	In Process	In Process	In Process		
NE-2, FM-3, EC-2	Quarterly POGM meetings on Solar Plus Battery Storage Optimization	Chad, Julie	12/31/24	!!	Ongoing	Ongoing		

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Strategic Pillar: Engaging and Educating the Community (EC)								
EC-1	Follow comprehensive customer campaign plan developed in 2023 for the 2024 year by month (including fact sheets and legal notices)	Julie, Jean, Paula	12/31/24	Green	Green	Green		Public education via staffers, website, social media, radio, TV updates.
EC-1, EC-2, NE-3	Be present in some form at the 2024 home show to educate the community for electric and water (e.g. "Wipes Clog Pipes" and rebate programs)	Chad, Steve, Paula	01/31/24	!!	Green	Green		Participated in local home show for the first time, evaluating feasibility of attending.
EC-1, EC-2, EC-3	Plan and carry out website content updates on a cyclical basis	Megan, Julie	3/31/24 and ongoing	Green	Green	Green		Water utility section updated in Q1, electric section in progress, full revamp in Q3.
US-4, EC-2	Public outage map is live and optimized according to defined expectations, then publicly promoted	Chad, Mike, Julie	5/31/24, ongoing promo	Light Green	Light Green	Light Green		Map completed in Q2. Phase II improvements planned for 2025.
EC-2	Publish annual report summarizing projects and financial results	Julie	7/31/2024 12/31/2024	Yellow	Pink	Pink		Develop 2024 annual report for template for 2025 distribution. New target date.
EC-3, OE-2	Hold two joint council and commission meetings to align City of GR and GRPU on policies and projects jointly owned, report on prior year's results	Julie	4/30/24 10/30/24	Light Green	!!	!!		

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Goal	Deliverable	Responsible	Target Date	Q1	Q2	Q3	Q4	Comments
Strategic Pillar: Use and Stewardship of the Natural Environment (NE)								
US-3, NE-1	100%televised WWC system	Steve	10/31/2024 9/15/2025	Yellow	Pink	Pink		Postponed for Legionella mitigation efforts. New target date Q3 2025.
US-5c, NE-2,	WWTP landfill cover reconstruction substantially complete including new demand agreements in place	Steve	12/31/2024 12/31/2025	Pink	Pink	Pink		Delayed to 2025 to meet industrial customer's needs. New target date.
NE-2, FM-3, EC-2	Quarterly POGM meetings on Solar Plus Battery Storage Optimization	Chad, Julie	12/31/24	Green	Green	Green		
EC-1, EC-2, NE-3	Be present in some form at the 2024 home show to educate the community for electric and water (e.g. "Wipes Clog Pipes" and rebate programs)	Chad, Steve, Paula	01/31/24	Dark Green with !!	Green	Green		Participated in local home show for the first time, evaluating feasibility of attending.
EC-1, EC-2, NE-3,	Market the "wipes clog pipes" campaign	Steve	03/31/24	Light Green	Light Green	Dark Green with !!		July customer campaign

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Goal	Deliverable	Responsible	Target Date	Q1	Q2	Q3	Q4	Comments
Strategic Pillar: Operational Excellence (OE)								
US-1, US-4, FM-1, OE-2	Select ERP platform with cap plan feature and customer portal	Jean	2/29/2024 04/24/2024	In Process	Completed	Completed		SpryPoint agreement approved 02/28/24. NetSuites agreement approved 04/24/24.
US-1, US-4, FM-1, OE-2	Substantially operating ERP system (est 90% of modules functioning and collecting data)	Jean	12/31/2024 6/30/2025	In Process	In Process	In Process		Scheduling difficulties. New target date. Working with vendor on 2025 timeline.
OE-1	Purchase identified safety equipment including a woodchipper, shop hood, clinic lift station lifting structure, and others as identified throughout the year	Chad, Steve	6/30/24 12/30/2024	In Process	In Process	In Process		Shared with City. Shop hood completed. Lifting structure purchased. Install Q4.
OE-1	Implementation of classification compensation and approval of the labor contract	Julie	3/31/2024 06/30/2024	In Process	Completed	Completed		Labor agreement approved on 06/26/2024.
OE-1	Success sharing	Julie	3/31/2024 09/30/2024	In Process	In Process	In Process		Delayed by labor negotiations, initial presentation to staff Q3, implement in Q1 2025.
OE-1	Quarterly all employee to improve clear communication process and lead to improved NPS per annual survey	Julie, Meg	No Q1, 5/9, 9/12, 12/3	Abandoned	Completed	Completed		Abandoned Q1 meeting for <i>Legionella</i> mitigation efforts, remaining mtgs scheduled.
OE-1	Robust comprehensive organizational training and development program	Julie	6/30/2024 10/31/2024	In Process	In Process	In Process		Delayed by labor negotiations, developed and to be presented at Nov mtg and included in 2025 budget.
OE-1	Succession planning for business services manager transition	Julie, Jean, Cheryl	8/31/2024 12/31/2024	In Process	Caution	In Process		Behind schedule - city/GRPU collaboration - PUC only included in 2025 budget.
OE-1	Implement employee resource portal	Jean	12/31/2024 06/30/2025	In Process	In Process	In Process		Part of ERP project and Laserfiche workflow. Partially complete EOY, remainder Q2 2025.
EC-3, OE-2	Hold two joint council and commission meetings to align City of GR and GRPU on policies and projects jointly owned, report on prior year's results	Julie	4/30/24 10/30/24	In Process	Completed	Completed		

Questions / Comments





GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 30, 2024

AGENDA ITEM: Consider a motion to approve TASC (Total Administrative Services Corporation) as the COBRA/MN Continuation/MN Public Employee Continuation Service and authorize the General Manager to sign the COBRA Premium Collection Forms.

PREPARED BY: Megan Sjostrand, Executive/HR Assistant

BACKGROUND:

On July 26, 2024, GRPUC issued a request for proposals (RFP) for a service administrator for COBRA / Minnesota Continuation and MN Public Continuation Administration. The proposals were to be submitted by September 2, 2024.

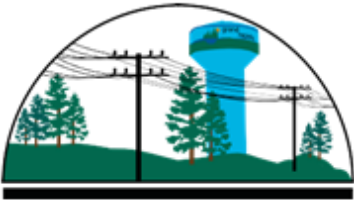
The requirements of the proposed submittals were to replicate normal day-to-day services covered by the current plan administrator. All current participants on continuation would need to be migrated to the new administrator upon the effective date. Each plan administrator submitting a proposal was requested to adhere to our specifications in order that the GRPUC may have uniform proposals to compare.

A.T. Group LLC, acts as GRPUC's consulting agent of record. A.T. Group LLC conducted this RFP, and functioned as the servicing agent for this administrative program. Since A.T. Group LLC is not being compensated directly by GRPUC for this service, no commission will be payable to other Brokers, Agents, or Consultants.

GRPUC received 11 proposals from the RFP. The proposal from the existing administrator TASC (Total Administrative Services Corporation) has the lowest rates. GRPU staff will continue to evaluate the agreement annually.

RECOMMENDATION:

GRPU staff is recommending approval of TASC (Total Administrative Services Corporation) as the service administrator for COBRA/MN Continuation/MN Public Employee Continuation Service.



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BUSINESS SERVICES DEPARTMENT MONTHLY REPORT October 2024 Commission Meeting

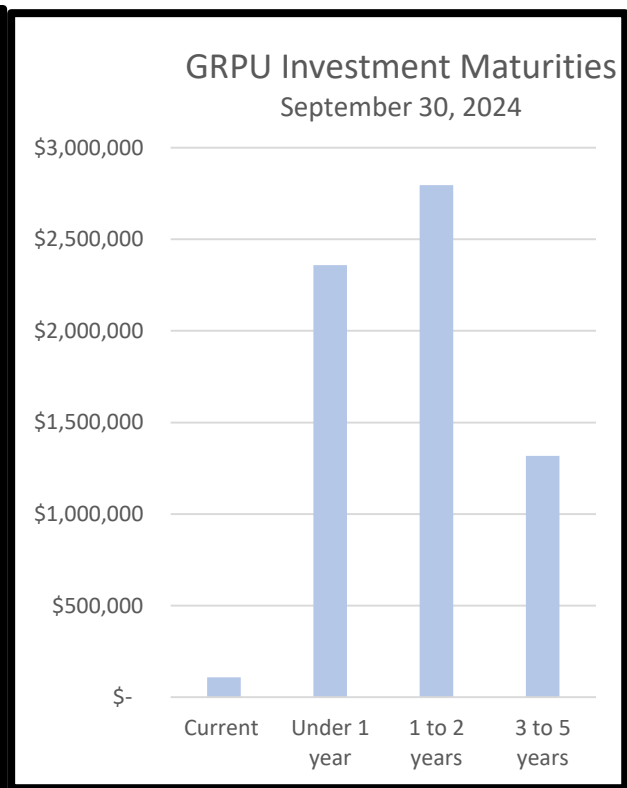
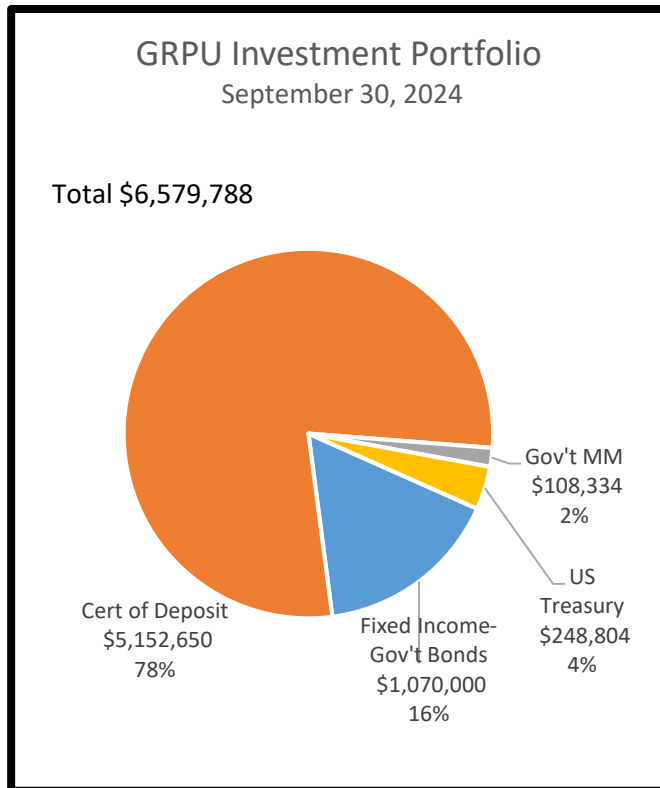
SAFETY

RELIABILITY

CUSTOMER SERVICE

Governments have a fiduciary responsibility in managing their funds, including the ongoing management and monitoring of investment activity. Investments increased from \$2,658,837 at EOY 2022 to \$6,579,788 as of September 30, 2024.

SAFETY OF ASSETS – INVESTMENTS



CUSTOMER SERVICE – CUSTOMER-FOCUSED COMMUNICATION CAMPAIGNS

In October, customer outreach focused on the Caring Fund and Public Power Week. The Caring Fund message was shared through radio ads, a Facebook post, and a billing insert that included information and sign-up details. As of October, GRPU has gained 36 new sign-ups for the Caring Fund. For Public Power Week, radio ads ran from October 6th through October 11th. Additionally, on Wednesday, October 9th, customers were invited to the Service Center to enjoy refreshments as part of the celebration.

For November, the customer outreach will focus on Service Line Warranties. This message will be communicated through radio ads, a Facebook post, and a tentative SLW ad campaign, which may include mailers.

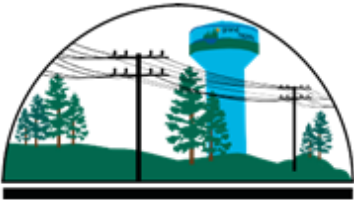
Electric Utility

October 30, 2024 Commission Meeting

Hurricane Milton Mutual Aid

- Organized by MMUA
- 38 professionals from 14 municipal utilities deployed on Oct 7 for Florida
- Jim & Riley from GRPU
- Pre-stage at KUA (Kissimmee)
- Assisted in Orlando area too
- Returned home Oct 15
- FEMA – fastest restoration yet





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ELECTRIC DEPARTMENT MONTHLY REPORT Oct 2024 Commission Meeting

Electric Load Graph Last Month

The NEMMPA gross peak was set on 9/16 @ 2:30 pm. Minnesota Power and GRPU successfully shaved the peak with a net reduction of 550 kW.

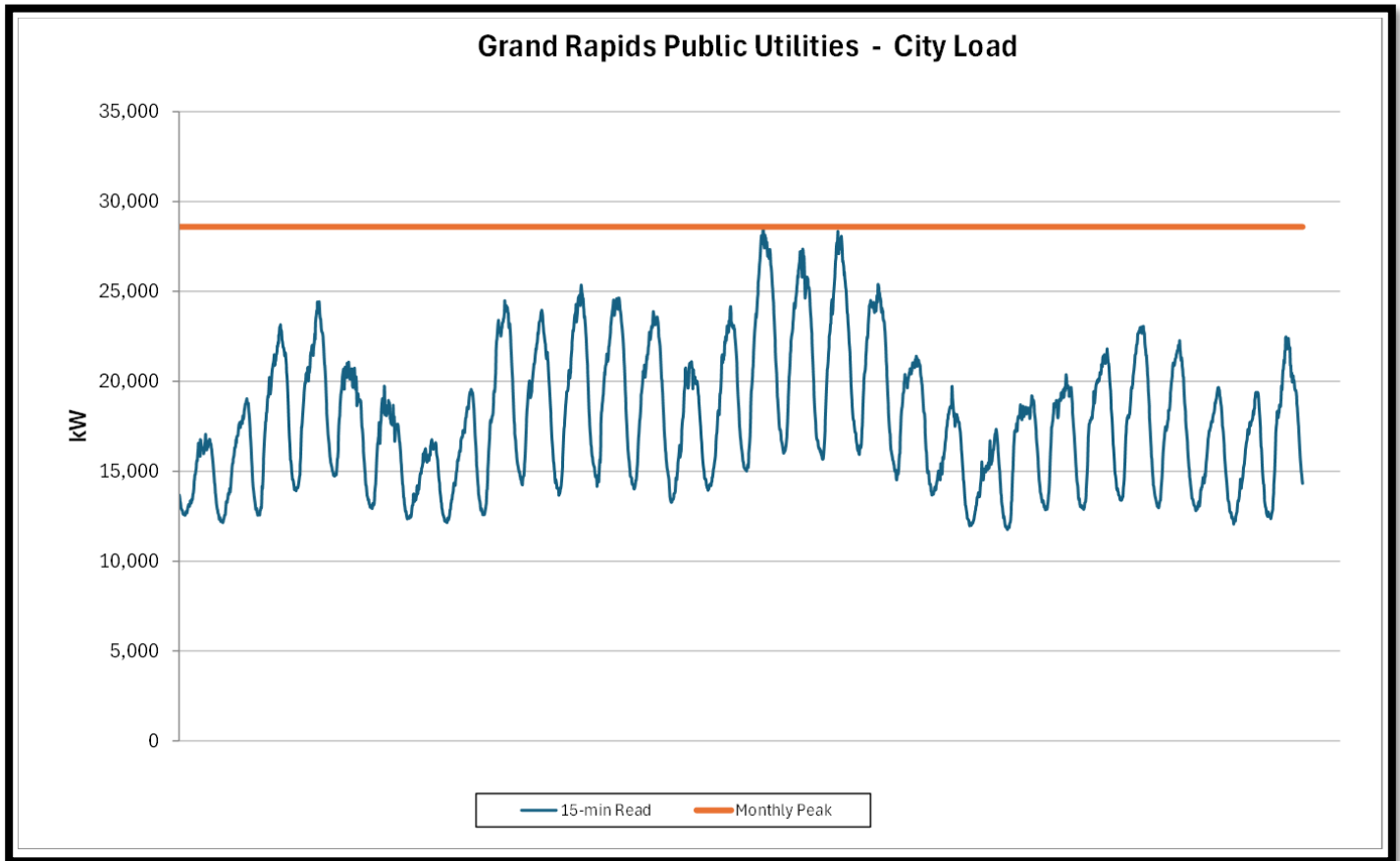


Figure 1: 28,594 kW GR Peak

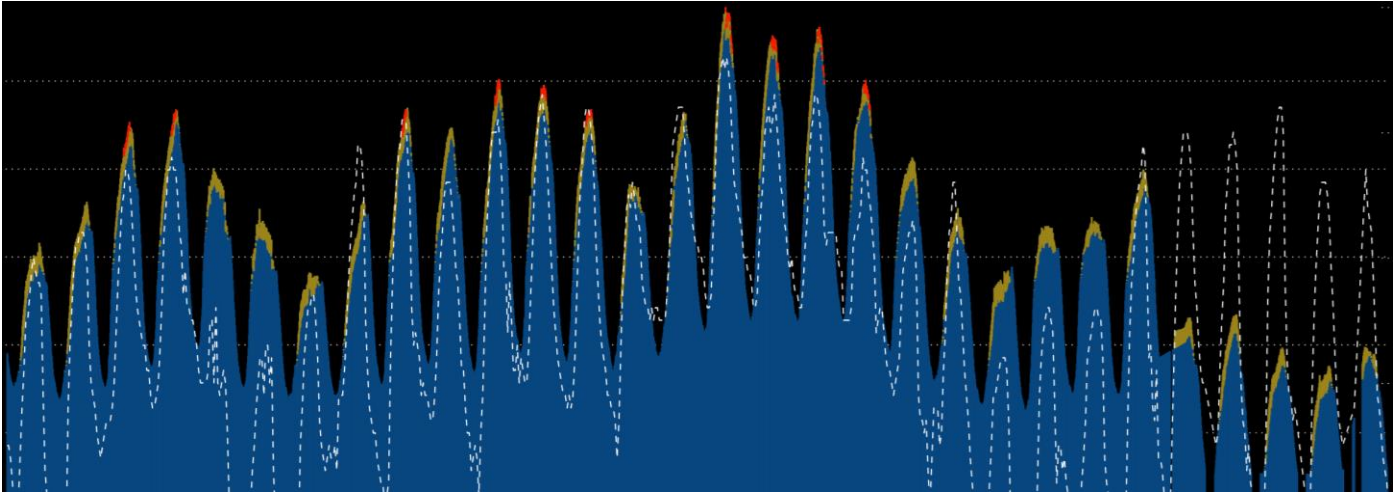


Figure 2: NEMMPA Load with Battery & Solar.

NEMMPA vs. non-NEMMPA Peak Last Month

The attached graph shows the aggregated NEMMPA peak versus non-NEMMPA peak.

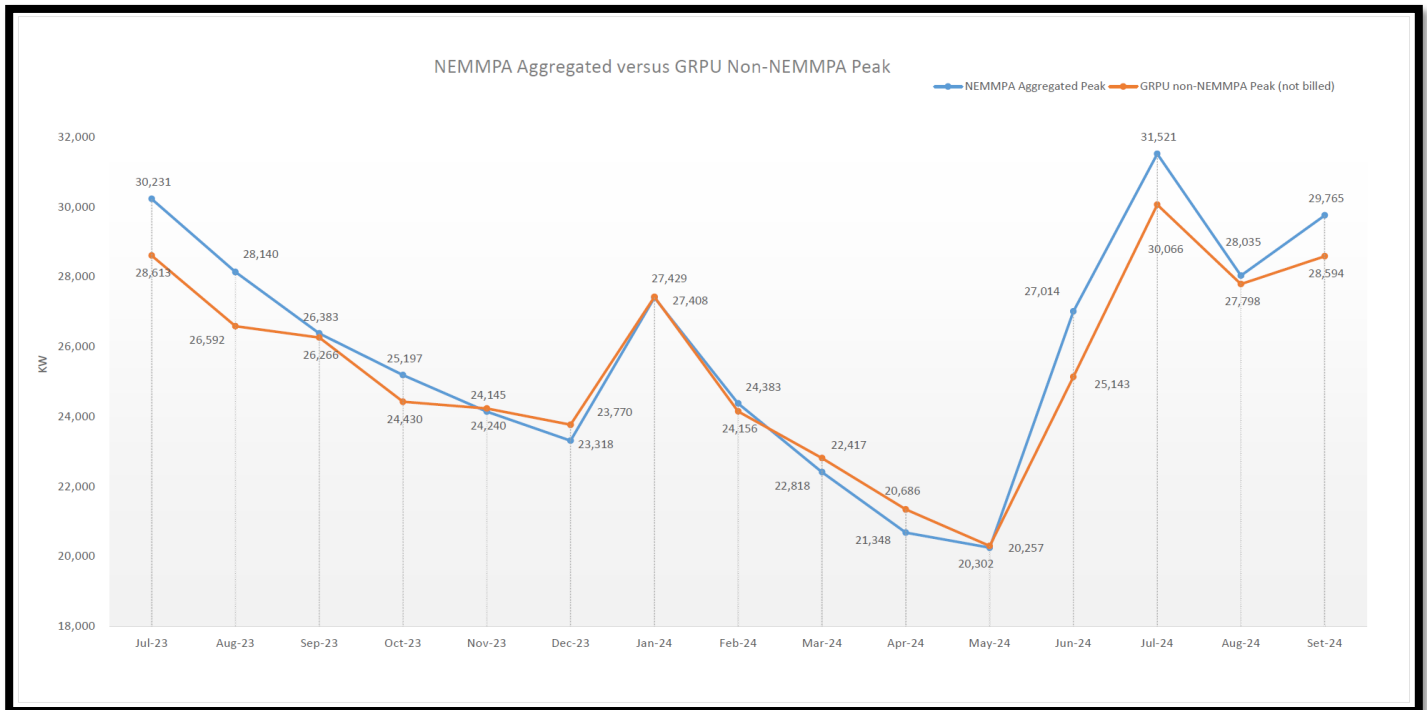


Figure 3: NEMMPA Peak -vs- non-NEMMPA

Effective Wholesale Electric Power Rate Last Month

The attached graph shows the effective wholesale electric rate.

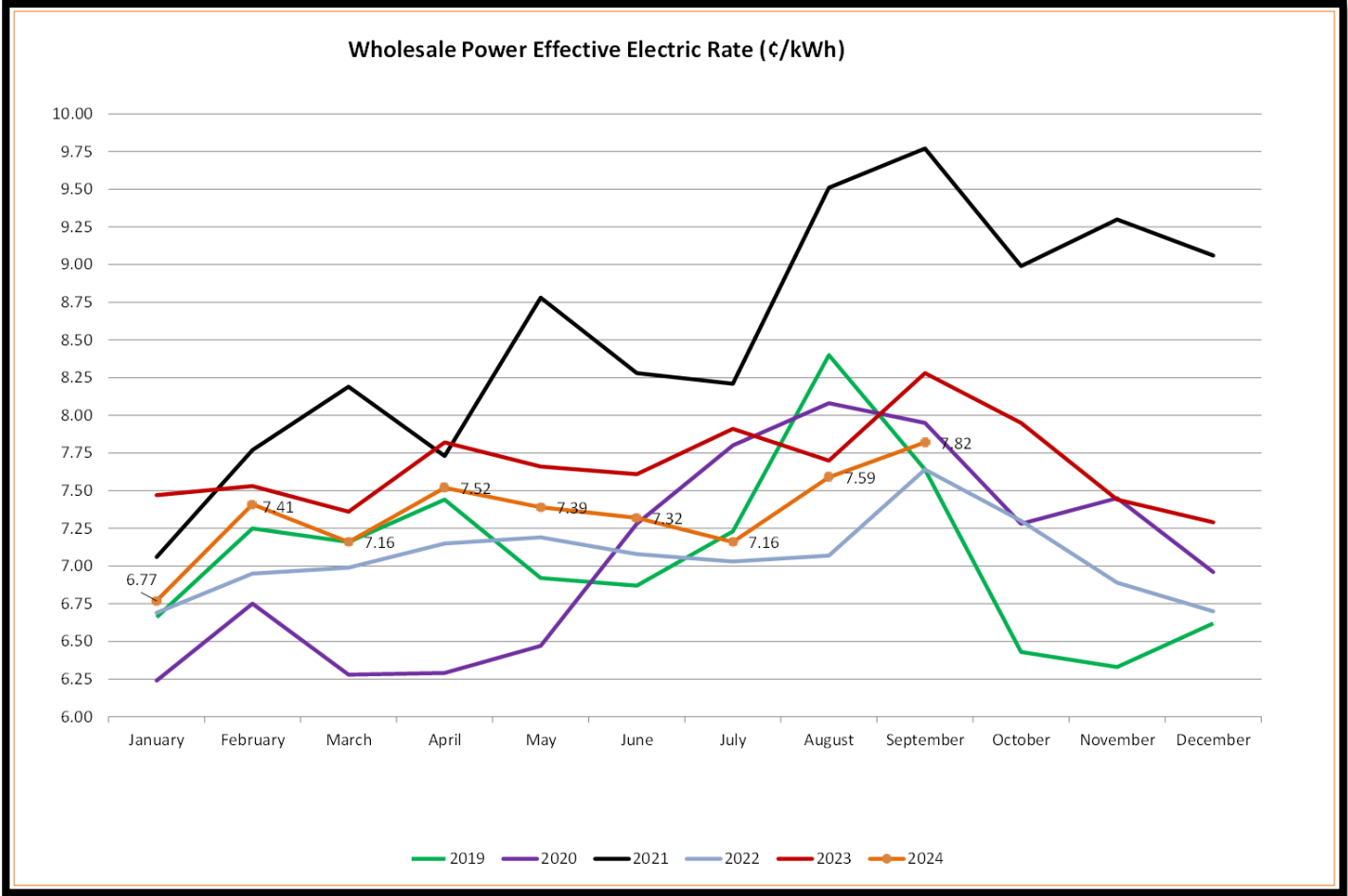
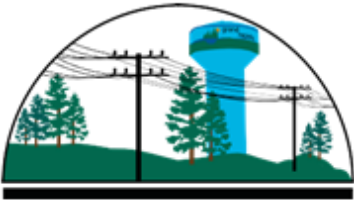


Figure 4: Wholesale Power Effective Elect Rate



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ELECTRIC DEPARTMENT MONTHLY RELIABILITY REPORT Oct 2024 Commission Meeting

Reliability Report Last Month

Major outage summary: Grand Rapids Public Utilities Service Area had active squirrels causing three outages. Crews have since installed guards to help prevent future incidents.

SAIDI:	0.07	Avg Minutes / Customers Served	CAIDI:	4.15	Avg Minutes / Customer Out	Total Customers Out:	137
SAIFI:	0.02	Cust Outages / Customers Served	CAIFI:	0.088	Avg Outages / Customer Out	Total Reported Hours:	9
Active:	7659	Active Electric Customers	Outages:	12	Total Number of Outages	Total Customer Hours Out:	175
ASAI:	99.99974	Average Percent System Available					

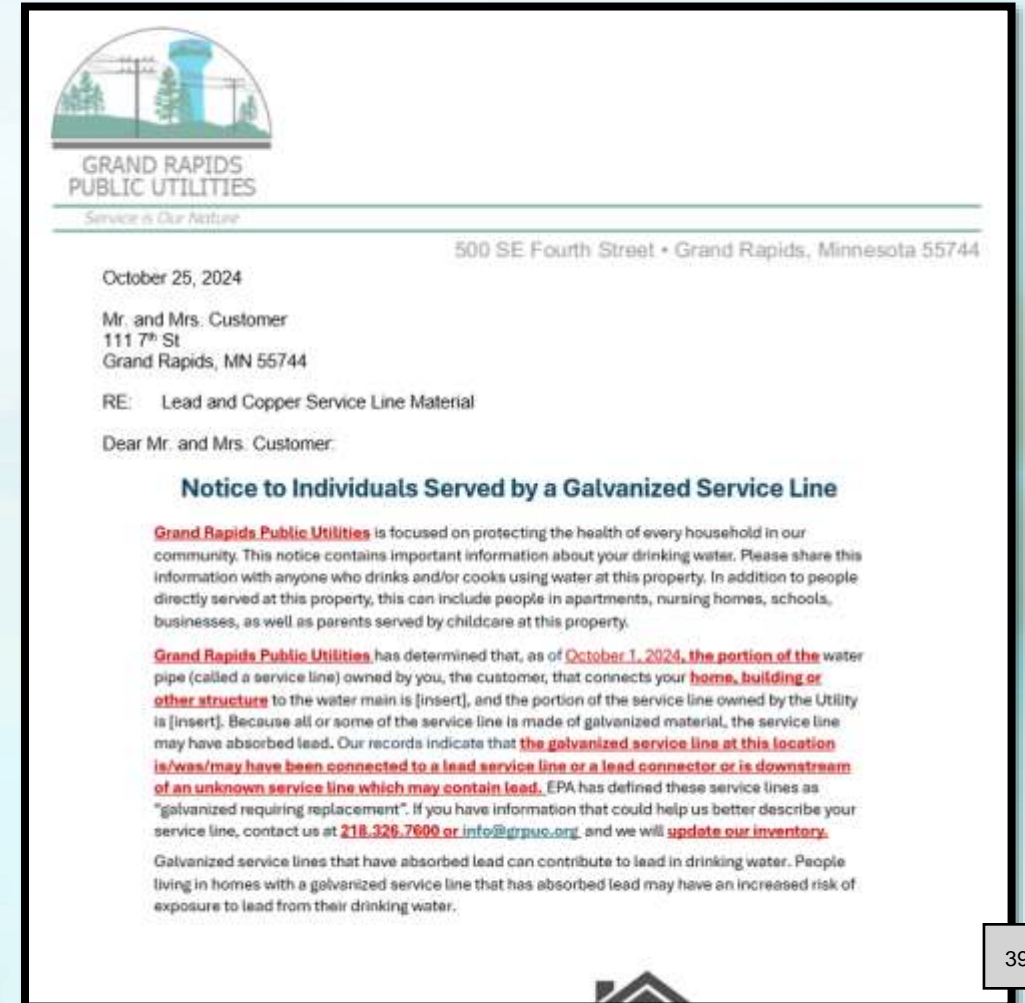
Outage Time	Restored Time	Outage Type	Duration (Hours)	Customers Out	Customer Hours
9/4/2024 8:35:19 AM	9/4/2024 8:46:30 AM	Scheduled -r-	0.19	2	0.37
9/4/2024 1:55:54 PM	9/4/2024 2:09:35 PM	Scheduled -r-	0.23	5	1.14
9/7/2024 7:12:54 AM	9/7/2024 7:44:48 AM	Wildlife -r-	0.53	15	7.97
9/11/2024 10:04:20 PM	9/11/2024 11:33:10 PM	Unknown -r-	1.48	52	76.99
9/14/2024 7:16:30 AM	9/14/2024 8:37:25 AM	Wildlife -r-	1.35	1	1.35
9/18/2024 2:22:19 PM	9/18/2024 2:53:48 PM	Equipment -r-	0.52	1	0.52
9/19/2024 2:26:05 AM	9/19/2024 3:57:11 AM	Wildlife -r-	1.52	51	77.43
9/19/2024 4:40:49 AM	9/19/2024 6:28:01 AM	Tree -r-	1.79	3	5.36
9/19/2024 9:42:17 AM	9/19/2024 10:07:16 AM	Scheduled -r-	0.42	1	0.42
9/20/2024 9:15:37 AM	9/20/2024 9:46:24 AM	Scheduled -r-	0.51	2	1.03
9/22/2024 3:29:04 PM	9/22/2024 4:02:56 PM	Equipment -r-	0.56	2	1.13
9/24/2024 9:04:30 AM	9/24/2024 9:27:08 AM	Scheduled -r-	0.38	2	0.75

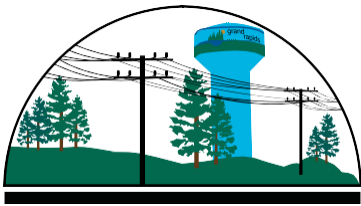
Water Utility



October 30, 2024 Commission Meeting

- Lead and Copper Service Line letters to be sent to customers by the end of October.
- Customers who will receive letters fall within these three categories of service line type:
 - Lead
 - Galvanized requiring replacement
 - Unknown
- No letters sent if confirmed non-lead.





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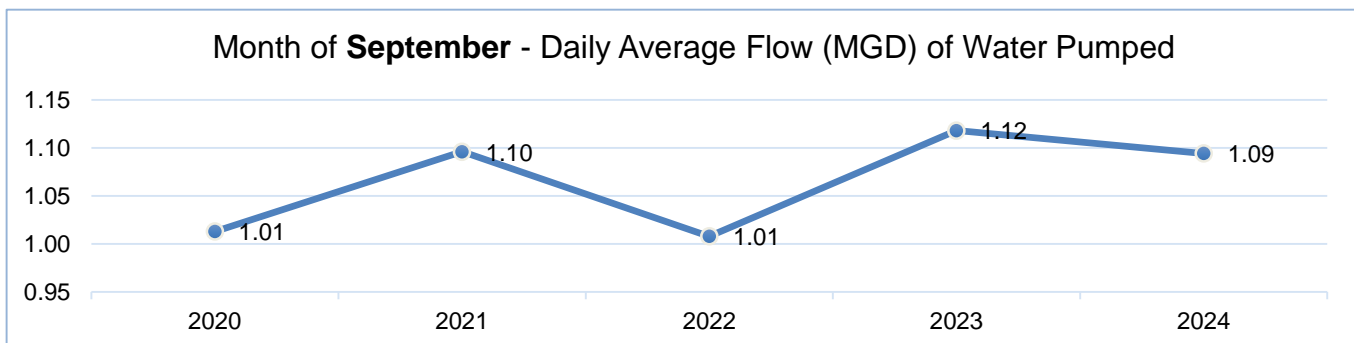
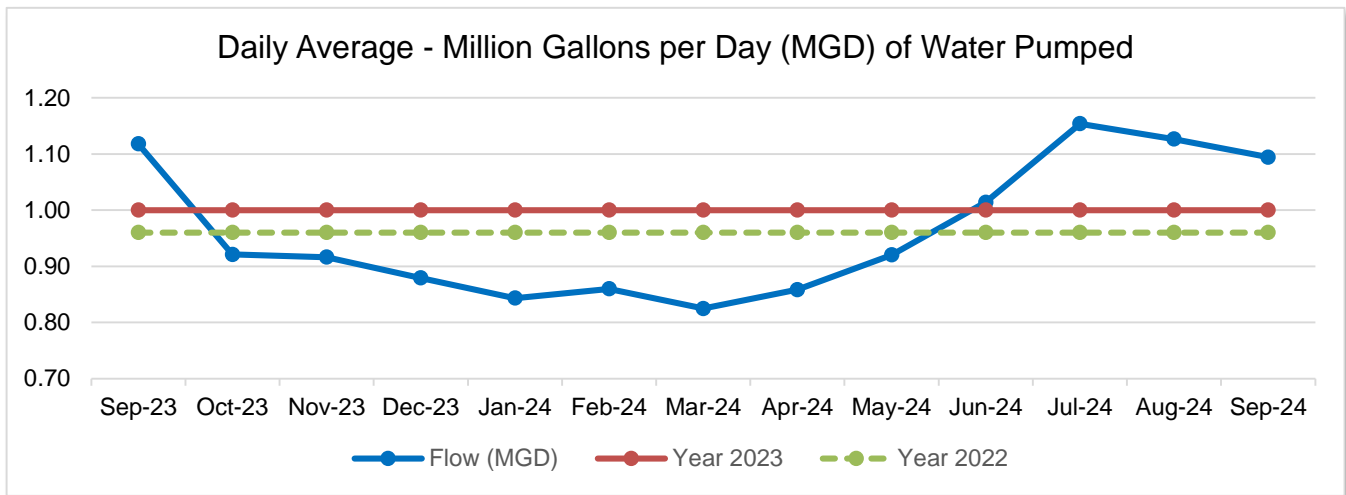
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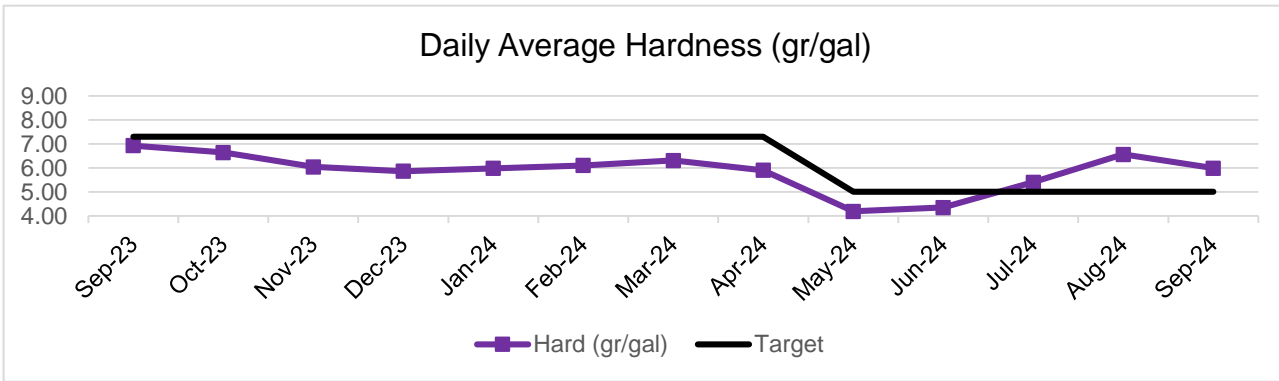
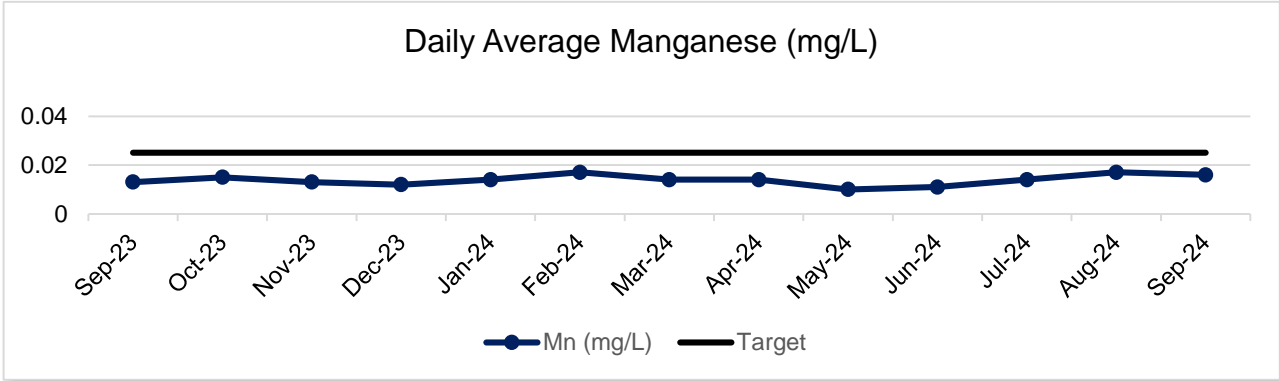
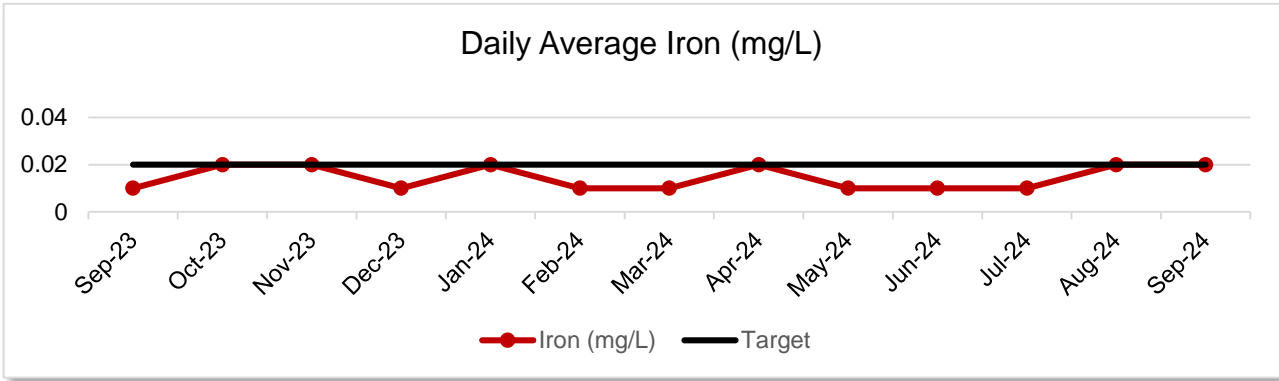
WATER UTILITY MONTHLY REPORT October 2024 Commission Meeting

Water Operations

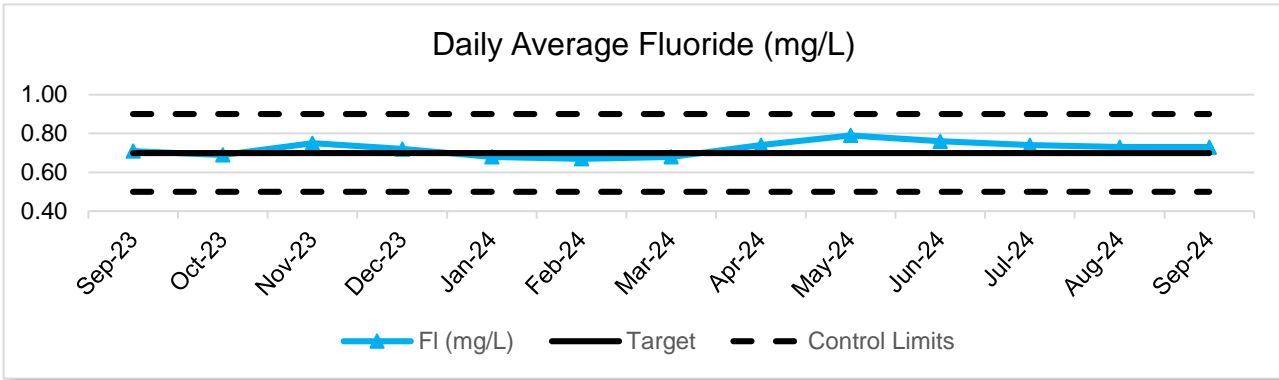
The water plant pumped an average of 1.09 million gallons of water per day (MGD) with a peak of 1.46 million gallons during last month which is normal for this time of the year.



All water quality analysis was normal for the month as seen in the graphs below.



Due to the disinfection, water softening was increased to enhance corrosion protection measures.



Capital and Operations Project Summary

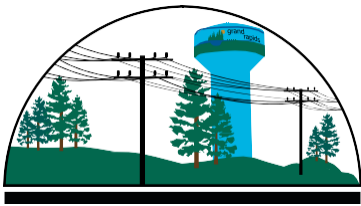
WTP Renovation Project Update:

Legionella mitigation efforts have impacted overall project efforts significantly. In addition, the recent vacancy of WW Operation Director has consumed significant time covering all the responsibilities around managing the WW process, lab and permit related issues. We hope to resume progress sometime this fall.

COMMISSION REPORT CONTENTS										
Agency Lead	Dept	Proj Desc	Proj #	Budget	Amount Spent	Percent Spent (calc'd)	Percent Complet	Status	Noted Issues / Highlights	
GRPU	WATER	Water Plant Renovation	WATR2213	\$3,500,000	\$75,000	2%	1%	In Progress	Temporarily on hold.	
City	WATER	3rd Ave NE & 7th st NE	WATR2002	\$790,000	\$0	0%	97%	In Progress	3rd complete, 7th paved.	
GRPU	WATER	Booster Station Panel View	WATR2302	\$30,000	\$1,000	3%	30%	In Progress	Scheduling with contractor.	
GRPU	WATER	South Tower Coating Repairs	WATR2310	\$150,000	\$0	0%	0%	Not Started		
City	WATER	Paradise Park	WATR2313	\$85,000	\$0	0%	95%	In Progress	Pipe is tied into the main.	

Status Definitions

- Not Started - no human or financial resources utilized
- In Progress - time or money spent on the project
- In Service - operational but final close out needed
- Completed - done and closed out
- On Hold - waiting on some type of significant action



**GRAND RAPIDS
PUBLIC UTILITIES**

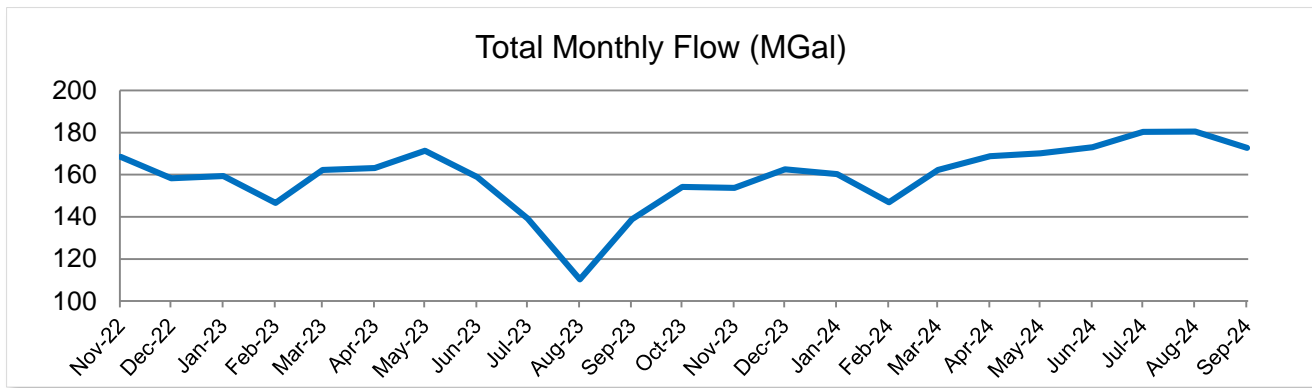
Service is Our Nature

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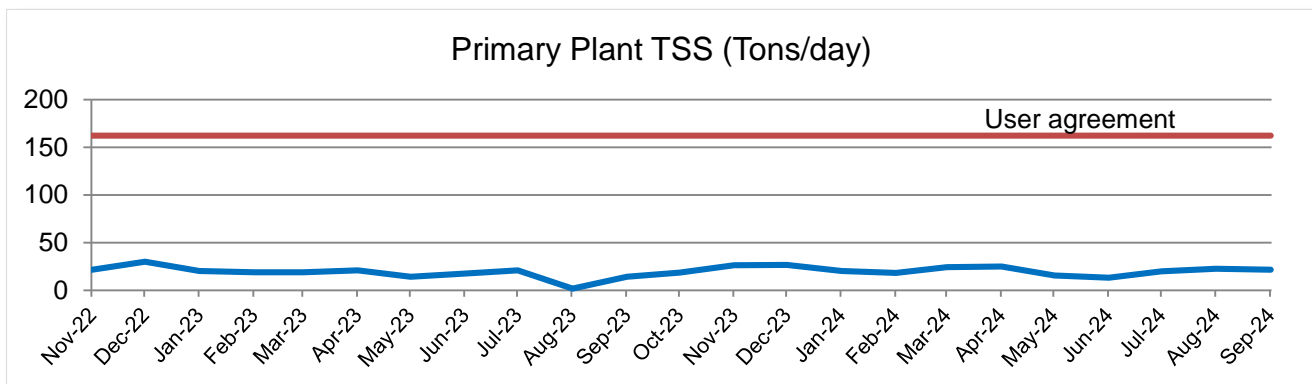
WASTEWATER UTILITY MONTHLY REPORT October 2024 Commission Meeting

Wastewater Operations

The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month. We treated 173 million gallons of water removing 99.8% of the Total Suspended Solids (TSS) and 99.5% Biochemical Oxygen Demand (cBOD).



	Design Limits (monthly AVG)	Actual Results
<u>Primary Plant</u>		
Flow (MGD)	13.25	4.4
TSS (Tons/day)	162	21.5
TSS Peak (Tons/Day)	284	34.0

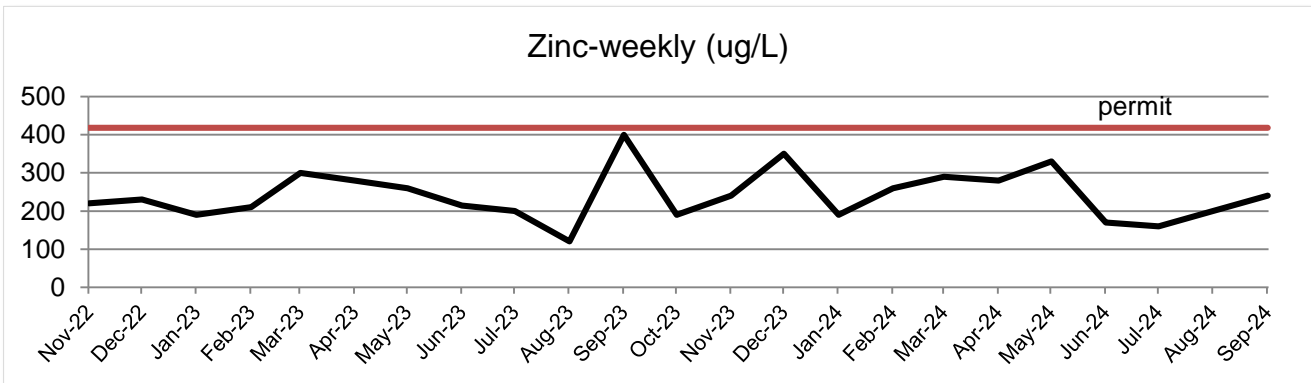
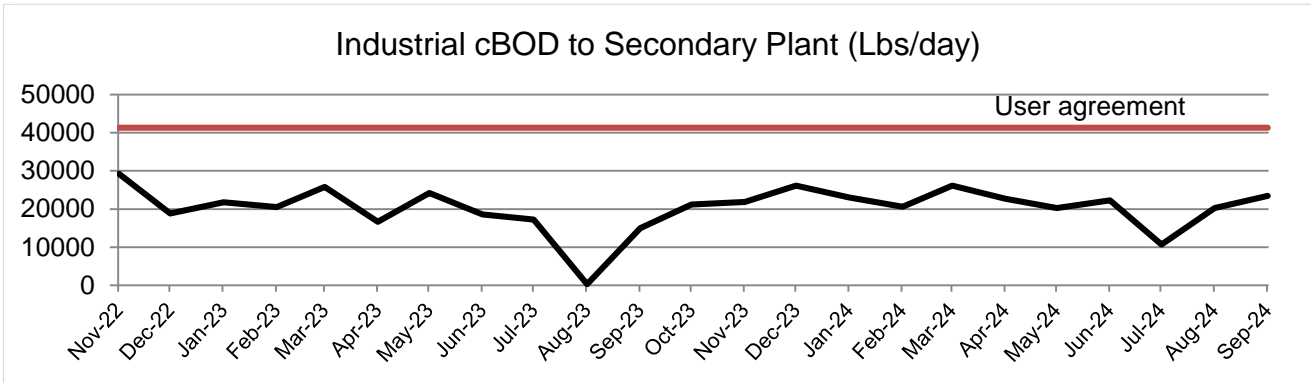


Design Limits
(monthly AVG)

Actual Results

Secondary Plant

Flow (MGD)	15.25	5.8
cBOD (lbs/Day)	41,300	25,816
Peak cBOD (lbs/Day)	57,350	43,765
Zinc-weekly (ug/L)	418	240
% GRPUC		30.0%

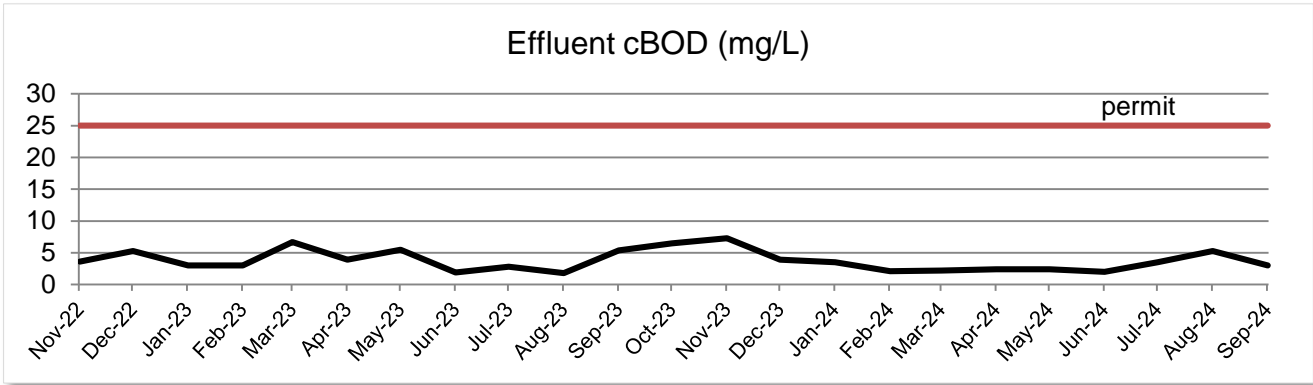
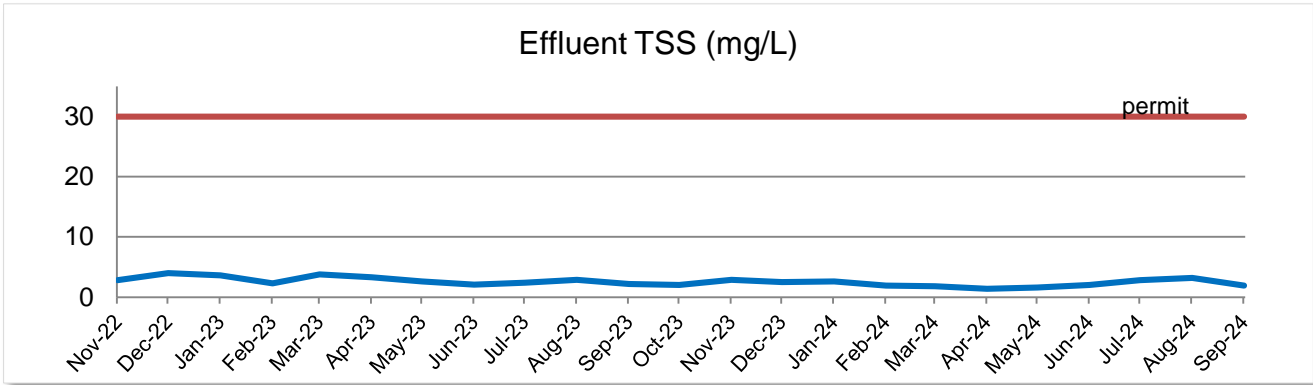


Permit Limits
(monthly AVG)

Actual Results

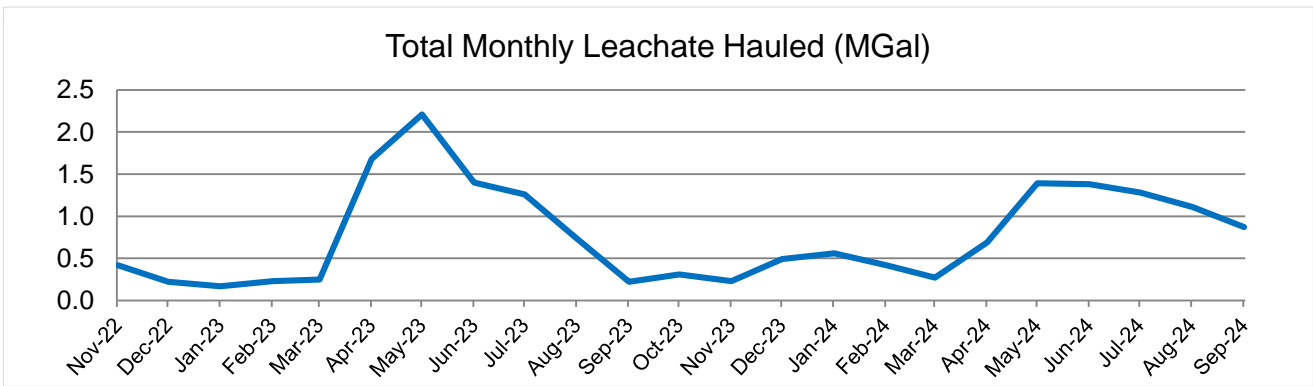
Effluent

TSS (mg/L) – monthly average	30	1.9
cBOD (mg/L) – monthly average	25	3.3
Dissolved Oxygen (mg/L)	>1.0	6.6



Sludge Landfill Operations

- 0.87 million gallons of leachate were hauled last month which is normal.
- 2640 cubic yards of sludge solids were hauled to the landfill



Capital and Operations Project Summary

COMMISSION REPORT CONTENTS									
Agency Lead	Dept	Proj Desc	Proj #	Budget	Amount Spent	Percent Spent (calc'd)	Percent Complet	Status	Noted Issues / Highlights
City	WWC	3rd Ave NE, 7th St NE	WWCO2002	\$270,000	\$0	0%	97%	In Progress	3rd complete, 7th paved soon.
GRPU	WWC	Jetting		\$150,000	\$15,000	10%	15%	In Progress	Resumed.
GRPU	WWC	Lift Station 3 Controls Update	WWCO2403	\$25,000	\$12,500	50%	30%	In Progress	Install scheduled for Dec.
GRPU	WWC	Lift Station Pumps	WWCO2005	\$35,000	\$20,000	57%	45%	Completed	
GRPU	WWT	Septic Hauler Dump Station	WWDO2403	\$553,500	\$0	0%	5%	In Progress	Working on Engineering/scope
GRPU	WWT	Trash Compactor	WWDO2302	\$90,000	\$83,250	93%	15%	In Progress	Unit is onsite. Scheduling with Electric.

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