



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING AGENDA

Wednesday, November 08, 2023

4:00 PM

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, November 08, 2023 at 4:00 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 October 10, 2023 Special Joint Meeting Minutes, the October 18, 2023 Regular Commission Minutes, and the October 25, 2023 Work Session Minutes.

**VERIFIED CLAIMS:**

2. Consider a motion to approve \$723,180.21 of verified claims for October 2023.

**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 ratify the procurement contract with Procise Solutions, Inc. for professional consulting services in an amount not to exceed \$11,550.00.
4. Consider a motion to ratify the procurement contract with Novaspect for a 6" Pratt butterfly valve with actuator for the water plant for \$5,079.78.
5. Consider a motion to ratify the procurement contract with Tru North Electric for wiring security cameras at the water plant for \$9,800.

**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:**

6. Review Safety Monthly Report

**ADMINISTRATION:**

7. Consider a motion to approve the Information Systems Analyst (GIS Emphasis) job description and authorize the internal posting, and external advertisement if needed.

- [8.](#) Review Administration Department Monthly Report

**BUSINESS SERVICES DEPARTMENT:**

- [9.](#) Consider a motion to approve of the updated agreement between the Grand Rapids Area Community Foundation and Grand Rapids Public Utilities Commission for the Public Utilities Community Caring Fund and authorize the General Manager to sign.
- [10.](#) Review Business Services Department Monthly Report

**ELECTRIC DEPARTMENT:**

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

**WATER AND WASTEWATER DEPARTMENT:**

- [12.](#) Review Water Utility Monthly Report
- [13.](#) Review Wastewater Utility Monthly Report

**DEPARTMENT HEAD PRESENTATION:**

- [14.](#) Business Services Department Presentation

**ADJOURNMENT:**

The next Work Session is scheduled for Wednesday, November 22, 2023 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, December 13, 2023 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 PUBLIC UTILITIES COMMISSION  
MEETING MINUTES**

**Wednesday, October 18, 2023**

**4:00 PM**

**President Stanley called the meeting to order at 4:05PM**

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

**ABSENT: Secretary Luke Francisco with notice**

**STAFF: Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane and Megan Pehrson**

**PUBLIC FORUM:**

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

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the September 18, 2023 Regular Commission Minutes, the September 26, 2023 Special Commission Minutes, and the September 27, 2023 Work Session Minutes.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the September 18, 2023 Regular Commission Minutes, the September 26, 2023 Special Commission Minutes, and the September 27, 2023 Work Session Minutes.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

**VERIFIED CLAIMS:**

2. Consider a motion to approve \$1,703,895.41 of verified claims for September 2023.

**Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve \$1,703,895.41 of verified claims for September 2023.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

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

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

3. Consider a motion to approve the City Treasurer's Report for September 2023

**Approved on consent agenda.**

4. Consider a motion to approve the first amendment to the New Cingular communication lease for the middle tower site and authorize the General Manager to sign the contract.

**Approved on consent agenda.**

5. Consider a motion to ratify the procurement contract with MN Pump Works for a sewage ejector system for the WTP for \$11,834.

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

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

SAFETY REPORT:

6. Review Safety Monthly Report

**Reviewed Safety Monthly Report**

BUSINESS SERVICES DEPARTMENT:

7. Consider approving a \$220,834 professional auditing service contract for 2023-2028 with CLA (Clifton Larson Allen) LLP for Grand Rapids Public Utilities and authorize the GM to sign the Agreement.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve a \$220,834 professional auditing service contract for 2023-2028 with CLA (Clifton Larson Allen) LLP for Grand Rapids Public Utilities and authorize the GM to sign the Agreement. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

- 8. Consider a motion to approve Resolution No. 10-18-23-14 approving the issuance and sale of General Obligation (GO) Utility Revenue Bonds, Series 2023B (Public Utilities Commission) by the City of Grand Rapids, Minnesota in the Approximate Aggregate Principal Amount of \$4,755,000.

**Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve Resolution No. 10-18-23-14 approving the issuance and sale of General Obligation (GO) Utility Revenue Bonds, Series 2023B (Public Utilities Commission) by the City of Grand Rapids, Minnesota in the Approximate Aggregate Principal Amount of \$4,755,000. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

- 9. Review Business Services Monthly Report

**Reviewed Business Services Monthly Report**

**ELECTRIC DEPARTMENT:**

- 10. Review Electric Utility Monthly Report

**Reviewed Electric Utility Monthly Report**

**WATER AND WASTEWATER DEPARTMENT:**

- 11. Review Wastewater Utility Monthly Report

**Reviewed Wastewater Utility Monthly Report**

- 12. Review Water Utility Monthly Report

**Reviewed Water Utility Monthly Report**

**DEPARTMENT HEAD PRESENTATION:**

- 13. W & WW Department Head Presentation

**Water & Wastewater Department Manager Steve Mattson gave the Water & Wastewater Department Head Presentation**

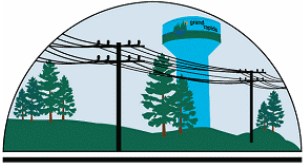
**ADJOURNMENT:**

**There being no further business, the meeting was adjourned at 4:55PM.**

**Respectfully submitted,**



**Megan Pehrson, Executive Assistant**



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

**GRAND RAPIDS PUBLIC UTILITIES COMMISSION  
SPECIAL  
MEETING MINUTES**

**Wednesday, October 25, 2023**

**8:00 AM**

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

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

**ABSENT: Secretary Luke Francisco with notice**

**STAFF: Julie Kennedy, Steve Mattson, Jean Lane**

**BUSINESS:**

1. Consider a motion to approve \$163,508.85 in verified claims for September and October 2023.

**Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve \$163,508.85 in verified claims for September and October 2023.**

**Voting Yea: Commissioner Smith, Commissioner Adams, Commissioner Saxhaug  
Voting Abstaining: President Stanley**

2. Consider approving Resolution No. 10-25-23-15 Ratifying the Issuance and Sale of \$4,575,000 City of Grand Rapids, Minnesota (Public Utilities Commission) General Obligation Utility Revenue Bonds, Series 2023B

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug approving Resolution No. 10-25-23-15 Ratifying the Issuance and Sale of \$4,575,000 City of Grand Rapids, Minnesota (Public Utilities Commission) General Obligation Utility Revenue Bonds, Series 2023B**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

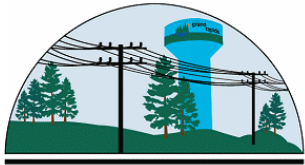
**ADJOURNMENT:**

**There being no further business, the meeting adjourned at 8:35 AM.**

**Respectfully Submitted,**

*Megan Pehrson*

**Megan Pehrson**



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

**GRAND RAPIDS PUBLIC UTILITIES COMMISSION  
JOINT MEETING WITH CITY COUNCIL**

**MEETING MINUTES**

**Tuesday, October 10, 2023**

**4:00 PM**

**President Stanley called the meeting to order at 4:02PM.**

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

**OTHERS PRESENT: Councilor Tasha Connelly, Councilor Molly MacGregor, Councilor Tom Sutherland, Julie Kennedy, Steve Mattson, Jean Lane, Megan Pehrson, Rob Mattei, Matt Wegwerth, Barb Baird, Kim Gibeau**

**ABSENT: Secretary Luke Francisco, Mayor Dale Christy, Tom Pagel**

**BUSINESS:**

1. City-wide Bus Tour of Capital Projects

**Took a tour of capital projects**

2. Franchise Fee Update

**Discussed the franchise fee update**

3. Local Utility Preservation Ordinance

**Discussed the Local Utility Preservation Ordinance**

4. Capital Infrastructure Project Funding

**GRPU and City Staff to work together on a proposed funding plan. Agreed to meet again for a joint meeting in April 2024.**

**ADJOURNMENT:**

**There being no further business, the meeting adjourned at 6:15 PM.**

**Respectfully Submitted,**

*Megan Pehrson*

**Megan Pehrson**



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

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**AGENDA DATE:** November 8, 2023

**AGENDA ITEM:** Consider a motion to approve \$723,180.21 of verified claims for October 2023.

**PREPARED BY:** Jean Lane, Business Services Manager

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## **BACKGROUND:**

See attached check registers:

Computer check register \$171,012.82

Manual check register \$552,167.39

Total \$723,180.21

## **RECOMMENDATION:**

Consider a motion to approve \$723,180.21 of verified claims for October 2023.



Grand Rapids Public Utilities  
Accounts Payable  
October 2023  
(Meeting Date: 11/8/2023)

Item 2.

<b>NAME</b>	<b>AMOUNT</b>
Aramark	257.91
Burggraf's	90.97
Cannon Technologies	3,800.00
Carquest	17.38
City of Grand Rapids	1,684.94
Coles	99.83
Cooperative Response Center	2,189.55
Core & Main	8,520.53
Countryside Autobody	2,807.08
Dakota Supply Group	5,596.16
Door Service	150.00
Electric Pump	19,218.27
Fastenal	3,189.73
Gopher State One Call	276.75
Grainger	1,757.64
Hawkins	4,262.73
IGX Designs	178.85
Innovative	817.09
Itasca County	1,572.23
L&M	4.98
Lake States Construction	28,930.00
Latvala Lumber	66.46
McCoy	2,446.68
McMaster-Carr	2,790.32
Minnesota Energy	27.55
MN Municipal Utilities	8,405.00
Nalco Water	555.39
Northwest Gas	135.88
NOS	1,120.00
Power Process	21,939.96
Quality Flow	6,963.73
Rapids Welding	12.79
RMB Environmental Lab	511.83
Sandstroms	646.67
St Louis MRO	50.00
Stuart Irby	637.00
TNT	31,671.05
VC3	5,248.40
Viking Electric	1,140.64
Ziegler	925.57
Energy Efficiency Rebate:	
Metzger, Doug	100.00
Torgerson, Claire	170.28
Ward, Michael	25.00
	<hr/>
	171,012.82

## October 2023 Check Register

Item 2.

Document Date	Check #	Vendor Name	Document Amount	
10/2/2023	4964	Northeast Service Cooperative	4,006.00	10/31/2023
10/2/2023	4965	Northeast Service Cooperative	57,208.40	10/31/2023
10/4/2023	4966	Invoice Cloud	3,034.85	10/31/2023
10/10/2023	4967	WEX Health	985.65	10/31/2023
10/10/2023	4968	Public Employees Retirement Association	15,821.40	10/10/2023
10/10/2023	4969	MN Department of Revenue	4,359.97	10/10/2023
10/10/2023	4970	Wells Fargo Bank	25,763.08	10/10/2023
10/10/2023	4971	Empower Retirement	7,956.48	10/10/2023
10/16/2023	4972	WEX Health	1,607.00	10/31/2023
10/17/2023	4973	MN Department of Revenue	83,060.00	10/31/2023
10/17/2023	4974	MN Department of Revenue	175.00	10/31/2023
10/20/2023	4975	Public Employees Retirement Association	16,106.77	10/20/2023
10/20/2023	4976	MN Department of Revenue	4,509.30	10/20/2023
10/20/2023	4977	Wells Fargo Bank	26,829.52	10/20/2023
10/20/2023	4978	Empower Retirement	8,054.77	10/20/2023
10/23/2023	4979	WEX Health	985.65	10/31/2023
10/9/2023	4980	Wells Fargo Pcard	3,814.77	
10/25/2023	4981	WEX Health	96.25	10/31/2023
10/5/2023	82084	MN Department of Health	7,859.00	10/31/2023
10/6/2023	82085	First Net AT & T Mobility	322.17	10/6/2023
10/6/2023	82086	Langer Stephen A	245.95	10/6/2023
10/6/2023	82087	Mattson Steve	46.51	10/6/2023
10/6/2023	82088	MN Energy Resources Corporation	46.35	10/6/2023
10/6/2023	82089	Postage By Phone System	5,000.00	10/6/2023
10/6/2023	82090	UNUM Life Insurance Company of America	3,492.49	10/6/2023
10/6/2023	82091	UPS	29.00	10/6/2023
10/6/2023	82092	Verizon Wireless	1,089.79	10/6/2023
10/6/2023	82093	Xerox Corporation	125.21	10/6/2023
10/10/2023	82094	MN Child Support Payment Center	391.32	10/10/2023
10/10/2023	82095	NCPERS Group Life Insurance	80.00	10/10/2023
10/11/2023	82096	City of LaPrairie	17,760.30	10/31/2023
10/13/2023	82097	Customer Refunds - MN Sweet Leaf	129.64	10/31/2023
10/13/2023	82098	Customer Refunds - B. Luke	26.11	10/31/2023
10/13/2023	82099	Customer Refunds - O. Van Orsow	75.54	10/31/2023
10/13/2023	82100	Customer Refunds - M. Klennert	124.79	10/31/2023
10/18/2023	82101	MN Energy Resources Corporation	158.89	10/18/2023
10/18/2023	82102	Troumbly, Chad M	1,077.43	10/18/2023
10/18/2023	82103	UPS	31.29	10/18/2023
10/18/2023	82104	US Bank Equipment Finance	315.73	10/18/2023
10/18/2023	82167	Customer Refunds - Erkkila	331.71	10/31/2023
10/18/2023	82168	Customer Refunds - Olson/Schiege	656.40	10/31/2023
10/18/2023	82169	Customer Refunds - L. Unger	97.76	10/31/2023
10/18/2023	82170	Customer Refunds - D. McCulloch	28.41	10/31/2023
10/20/2023	82171	MN Child Support Payment Center	391.32	10/20/2023
10/20/2023	82172	MN Council 65	1,806.00	10/20/2023

10/27/2023	82199 Xerox Corporation	125.21	10/27/2023
10/27/2023	82200 Brewster, Blake J	204.00	10/27/2023
10/27/2023	82201 Customer Refunds Utility Accounts	134.32	10/31/2023
10/27/2023	82202 Customer Refunds Utility Accounts	122.06	10/31/2023
10/31/2023	82203 City of Grand Rapids	72,333.33	10/31/2023
10/30/2023	82204 City of Grand Rapids	136.50	10/31/2023
10/30/2023	82205 City of Grand Rapids	71,491.65	10/31/2023
10/31/2023	82206 MN Department of Commerce	2,315.19	10/31/2023
10/6/2023	EFT000000C Deerwood Bank	98,191.16	10/6/2023
10/11/2023	EFT000000C US Bank Corporate Trust	500.00	10/11/2023
10/31/2023	EFT000000C US Bank Corporate Trust	500.00	10/31/2023

Checks Previously Approved **	0.00
Manual Checks/EFT to be approved	552,167.39
<b>Total Manual Checks</b>	<b>552,167.39</b>



## GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

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**AGENDA DATE:** November 8, 2023

**AGENDA ITEM:** Consider a motion to ratify the procurement contract with Procise Solutions, Inc. for professional consulting services in an amount not to exceed \$11,550.00.

**PREPARED BY:** Julie Kennedy, General Manager

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### **BACKGROUND:**

The professional consulting services being obtained are part of the approved 2023 Administration /Business Services operations budget. The GRPUC Procurement Policy was followed with this single-source vendor purchase. Procise Solutions, Inc. is working with City IT and GRPU Administration staff on the migration of content in OneDrive, Teams, SharePoint, OneNote, MS Forms, and Planner as part of the overall migration project to the Microsoft government tenant.

The certificate of insurance is on file.

### **RECOMMENDATION:**

Ratify the procurement contract with Procise Solutions, Inc. for professional consulting services in an amount not to exceed \$11,550.00.



## **GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM**

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**AGENDA DATE:** November 8, 2023

**AGENDA ITEM:** Consider a motion to ratify the procurement contract with Novaspect for a 6” Pratt butterfly valve with actuator for the water plant for \$5,079.78.

**PREPARED BY:** Steve Mattson, Water/Wastewater Department Manager

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### **BACKGROUND:**

This procurement is for an approved Water Wastewater capital project with a budget of \$100,000. \$15,000 has been spent to date.

The GRPUC Procurement Policy was followed.

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

### **RECOMMENDATION:**

Consider a motion to ratify the procurement contract with Novaspect for a 6” Pratt butterfly valve with actuator for the water plant for \$5,079.78.

# Capital Plan

2023 thru 2027

Item 4.

## Grand Rapids Public Utilities Commission

**Project #** WATR2305  
**Project Name** Curb Stop Replacements

**Department** 2-Water  
**Contact** Steve Mattson  
**Type** Unassigned  
**Useful Life** 30  
**Category** Water System  
**Priority** 02 - Significant Need  
**Status** Active

**Description** **Total Project Cost:** \$700,000  
 There are countless curbstops throughout the distribution system that require significant maintenance.

**Justification**  
 Maintenance of the dstribution system is necessary to ensure quality control and good customer service.

Expenditures	2023	2024	2025	2026	2027	Total
Purchases	100,000	150,000	150,000	150,000	150,000	700,000
<b>Total</b>	<b>100,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>700,000</b>

Funding Sources	2023	2024	2025	2026	2027	Total
Rplcmt Fund-Water Infrastructure	100,000	150,000	150,000	150,000	150,000	700,000
<b>Total</b>	<b>100,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>700,000</b>

**Budget Impact/Other**

Budget Items	2023	2024	2025	2026	2027	Total
Capital Projects	100,000	150,000	150,000	150,000	150,000	700,000
<b>Total</b>	<b>100,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>700,000</b>



## **GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM**

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**AGENDA DATE:** November 8, 2023

**AGENDA ITEM:** Consider a motion to ratify the procurement contract with Tru North Electric for wiring security cameras at the water plant for \$9,800.

**PREPARED BY:** Steve Mattson, Water/Wastewater Department Manager

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### **BACKGROUND:**

This procurement is for an approved Water Wastewater capital project with a budget of \$43,000. \$20,874 has been spent to date.

The GRPUC Procurement Policy was followed.

### **RECOMMENDATION:**

Consider a motion to ratify the procurement contract with Tru North Electric for wiring security cameras at the water plant for \$9,800.

# Capital Plan

2023 thru 2027

Item 5.

## Grand Rapids Public Utilities Commission

**Project #** WATR2108  
**Project Name** WTP Security

**Department** 2-Water  
**Contact** Steve Mattson  
**Type** Unassigned  
**Useful Life** 10  
**Category** Buildings  
**Priority** 01 - Required  
**Status** Active

**Description** **Total Project Cost:** \$43,000  
 The Environmental Protection Agency risk and resilience assessment addresses security of the water treatment plant and its distribution system. Card access, door locks, cameras, fencing are all key components to improving site security.

**Justification**  
 Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems that serve more than 3,300 people need to complete a risk and resilience assessment and develop an emergency response plan. This is a big part of security of our system. Things identified were card access, improved door locks, alarm, cameras, and fencing.

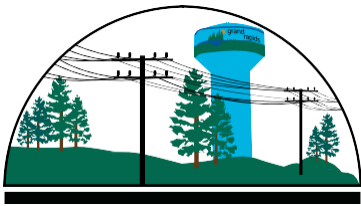
Expenditures	2023	2024	2025	2026	2027	Total
Contractor Labor	43,000					43,000
<b>Total</b>	<b>43,000</b>					<b>43,000</b>

Funding Sources	2023	2024	2025	2026	2027	Total
Grants	43,000					43,000
<b>Total</b>	<b>43,000</b>					<b>43,000</b>

**Budget Impact/Other**

Budget Items	2023	2024	2025	2026	2027	Total
Capital Projects	43,000					43,000
<b>Total</b>	<b>43,000</b>					<b>43,000</b>





**GRAND RAPIDS  
PUBLIC UTILITIES**

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500 SE Fourth Street • Grand Rapids, Minnesota 55744

## **SAFETY REPORT November 2023 Commission Meeting**

### **Safety Topic Last Month**

Safety Brad conducted training on fire safety and Emergency Action Plan (EAP) for all employees on October 16 and 17.

### **Safety Topic This Month**

GRPD will be training all staff on safety and security on November 28. Safety Brad will be training all employees on bloodborne pathogens and slips, trips, and falls on November 29.

### **Incidents Reported last Month by Department**

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

### **Cumulative Incidents for 2023**

Recordable Incidents	1
Lost Time Days 2023	0
Restricted Days 2023	0
First Aid Only (not recordable)	0

Total FROI      1

### **Recordable Incident 5-year History**

	2019	2020	2021	2022	2023
ADMIN	0	0	0	0	0
BUS SVCS	4	0	0	0	1
ELEC	1	0	0	0	0
W-WW	5	3	1	0	0
TOTAL	10	3	1	0	1



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

**AGENDA DATE:** November 8, 2023

**AGENDA ITEM:** Consider a motion to approve the Information Systems Analyst (GIS Emphasis) job description and authorize the internal posting, and external advertisement if needed.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

## **BACKGROUND:**

As part of our continued effort to collaborate and save costs, Grand Rapids Public Utilities (GRPU) and the City of Grand Rapids have been discussing forming a shared Information Systems (IS) Department for the past several months. The newly-formed IS Department will provide services to both the GRPU and the City of Grand Rapids. General Manager Julie Kennedy provided background information on this collaboration during her May 10, 2023 Department Head presentation to the GRPUC.

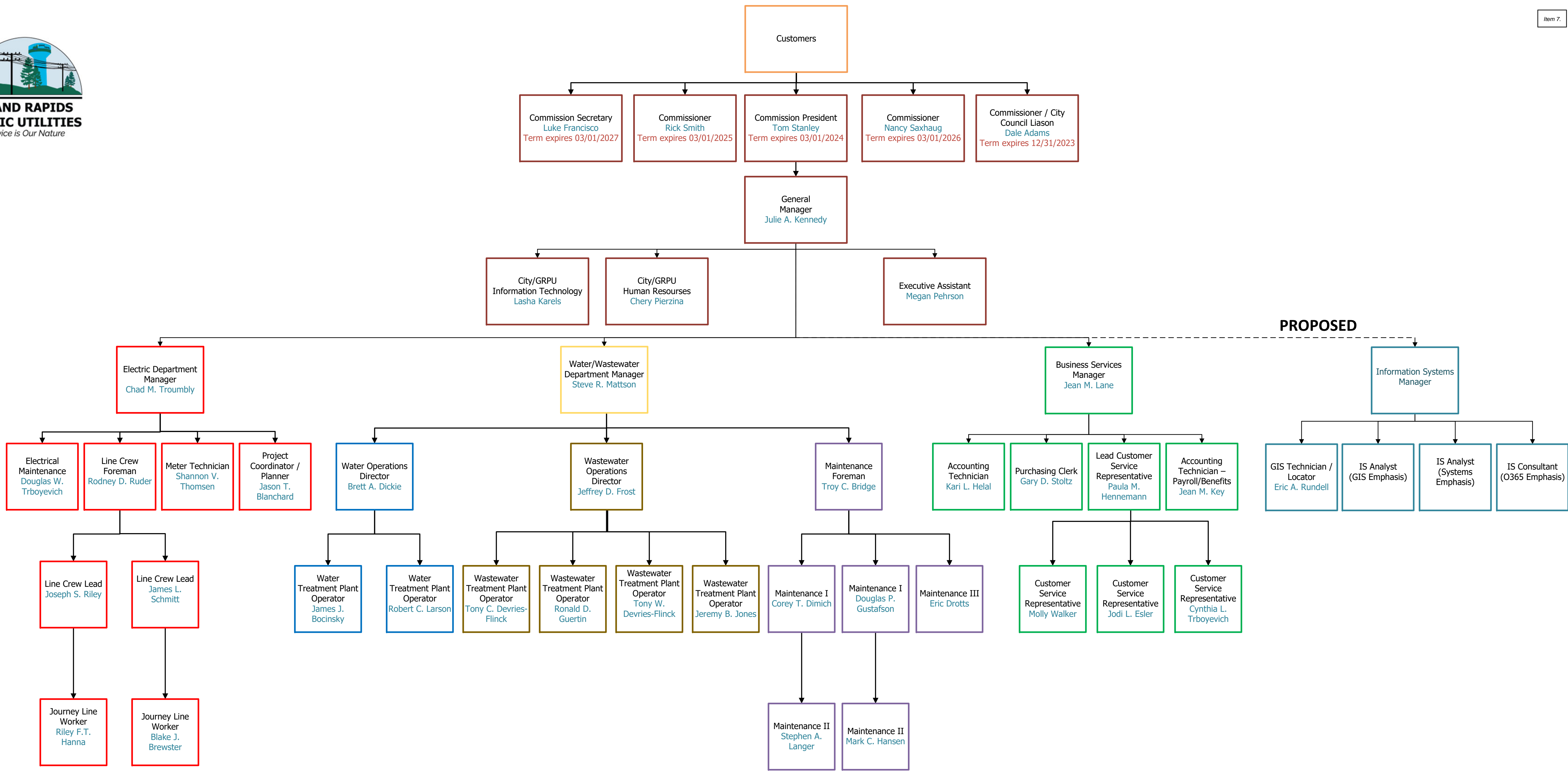
The shared services model for an IS Department does not create new positions for either agency, but rather brings together employees working in IS that are currently under separate departments. Having one department for these employees will help better manage the multiple projects going on at the two agencies.

The IS Department is co-funded by GRPU and the City, similar to the shared funding of Human Resources and IT staff. Whereas Human Resources and IT employees are City employees, the IS Department will fall under the GRPU organizational chart and GRPU will act as the employer for the positions within the IS Department. See the attached proposed organizational chart. The costs associated with the formation of the new IS Department have been included in the proposed 2024 budget.

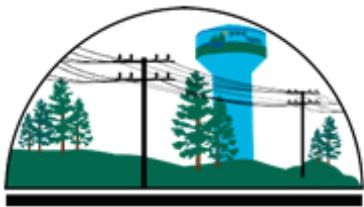
After much discussion and collaboration, the IS Systems Analyst (GIS Emphasis) updated position description and posting is the first of several in the formation of the IS Department. The job description and internal notice of vacancy are included in your packet for review.

**RECOMMENDATION:**

Approve the Information Systems Analyst (GIS Emphasis) job description and authorize the internal posting, and external advertisement if needed.



PROPOSED



GRAND RAPIDS  
PUBLIC UTILITIES

*Service is Our Nature*

500 SE Fourth Street • Grand Rapids, Minnesota 55744

**POSITION TITLE:** Information Systems Analyst (GIS Emphasis)

**DEPARTMENT:** Information Systems (IS)

**FLSA STATUS:** Non-Exempt

**DATE:** November 2023

**ACCOUNTABLE TO:** Information Systems Manager

**Primary Objective of Position:**

Under general supervision, this position is responsible for providing skilled, non-routine advanced technical services in electronic data processing to support program and/or administrative goals and objectives by operating computers and peripheral equipment, monitoring/directing information systems operations for complex jobs and inspecting systems output for quality and completeness.

**Major Areas of Accountability and Job Duties:**

Database administration for the City of Grand Rapids and Grand Rapids Public Utilities Geographic Information Systems (GIS) to include, but not limited to, management, maintenance, and advancement of GIS databases, layers and Utility Network connectivity, ArcGIS portal, ArcGIS services, development and maintenance of field maps, web maps, and web applications. Work directly with department heads, managers, and coworkers to develop improved workflow solutions, training, and procedural manuals. Provide training to staff for GIS-related applications. Utilize mobile technology and Global Positioning System (GPS) related hardware to update GIS-related data.

Database administration to include, but not limited to, outage management software (OMS), advanced meter infrastructure software (AMI), 811 utility locate ticket management software, manages user groups and roles, manages GIS maps and service layers within software to support staff needs. Provide support for generating software-related reporting, and integration between GIS system and all other related software including, but not limited to, OMS, AMI, asset management software, utility locate ticket management, ERP software.

Provide GIS/GPS support for utility locating and serve as backup support for utility locating.

Gather field data on GRPU/City assets. Collects, inputs, and analyzes data relative to public infrastructure.

Present technical documentation, information, and proposals.

Provide exceptional customer service to fellow employees, customers, and contractors and make decisions that are always in the best interest of the Utility and City.

Understand and comply with all workplace safety practices.

Performs other information systems-related or administrative duties in support of the City and Utility that may be deemed necessary.

**Minimum Qualifications:**

A 2-year Associates degree in Geography and Geographic Information Systems. An equivalent combination of education and related experience may be considered.

High school graduate or possess a GED equivalent.

Valid Class D driver's license in the State of Minnesota, or the ability to obtain upon hire.

**Preferred Qualifications:**

Ability to operate and understand GPS equipment and experience with map projections and coordinate systems including their transformation and use in relating objects to one another.

Familiarity with the basic understanding of engineering and public utilities infrastructure such as electrical distribution, water distribution, sanitary sewer collection, and stormwater collection.

Knowledge of measurement techniques and the structure and use of the Public Land Survey, including the ability to understand and write land and easement descriptions.

Experience and proficiency with ArcGIS Portal or ArcGIS Online suite of products, and ArcGIS Pro applications including Utility Network and developing attribute rules.

Proficient with Microsoft Suite of products including, but not limited to, Word, Excel, PowerPoint, Outlook, Teams, SharePoint.

Experience with the following systems: Cityworks, OMS, Yukon, DigSmart, Gopher One Call, and Laserfiche.

Ability to think logically, analyze and interpret problems relating to system design and implementation, and implement solutions.

Ability to work within a group setting, take direction from other departments by request, and prioritize assigned projects with new requests.

Excellent written and oral communication skills along with skill in managing multiple projects.

**Tools and Equipment Used:**

Computers and peripheral equipment such as mobile devices, locating equipment.

**Physical Demands/Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to use hands to handle objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to heat, wet and/or humid conditions, and uneven terrain.

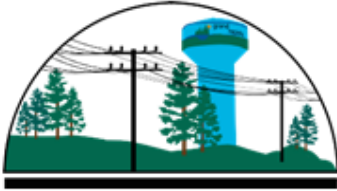
The employee must occasionally move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*This job description does not constitute an employment contract between the employer and the employee. This job description is subject to change by the employer as the needs of the employer and requirements of the job change.*

Commission Approved Date: \_\_\_\_\_



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**NOTICE TO EMPLOYEES  
OF THE PUBLIC UTILITIES COMMISSION  
CITY OF GRAND RAPIDS, MINNESOTA**

**NOTICE OF VACANCY**

**DATE POSTED:** November 9, 2023

**POSITION:** **Information Systems Analyst (GIS Emphasis)**

**DEPARTMENT:** Information Systems

**ACCOUNTABLE TO:** Information Systems Manager

**RATE:** \$30.94 (2023 rate per Article 17, Section 5, of the Collective Bargaining Agreement plus the 2.5% increase from July 2023.)

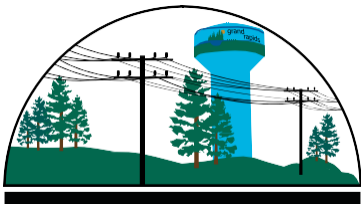
**QUALIFICATIONS:** See attached position description. Applicant's qualifications may be subject to verification and testing.

If you are interested in posting for this position, please email a brief letter of interest and a statement of your qualifications to Chery Pierzina, Human Resources, [cpierzina@grandrapidsmn.gov](mailto:cpierzina@grandrapidsmn.gov), no later than the below date.

**POSTING CLOSES:** November 16, 2023 at 4:30 PM

Posted in accordance with Local 3456, AFSCME, and the Public Utilities Commission Collective Bargaining Agreement dated January 1, 2021 to December 31, 2023, Article 8, Section 1, Vacancies and Promotions.





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Item 8.

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## ADMINISTRATION DEPARTMENT MONTHLY REPORT November 2023 Commission Meeting

### **GRPU Office Closure**

- GRPU offices will be closed on November 10, 2023, in observance of the Veteran's Day holiday
- GRPU offices will be closed on November 23 & 24, 2023, in observance of the Thanksgiving holiday

### **Human Resources**

- Continued work on the Classification/Compensation Study with Gallagher, anticipated completion in Dec
- Initial labor negotiations meeting scheduled for noon on December 7, 2023
- Information Systems (IS) Department development, action request delayed until Dec 13 meeting
- Development of HR employee electronic records system
- PERA Pension presentation to staff on October 31

### **Community Involvement**

- GRPU and City staff working on the City's Climate Adaptation Plan

### **Strategic Planning**

- Draft Strategic & Operational Plan Review (Commission work session) - Wed, Dec 13 – 2:30 PM
- Strategic, Operational Plan, & Scorecard Implementation (staff meeting) - Thu, Dec 14 – 9:00 AM

### **Governance**

- Laserfiche record retention development
- Joint City Council & GRPU Commissioner meeting – follow-up meeting to be scheduled for April 2024



## GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

**AGENDA DATE:** November 3, 2023

**AGENDA ITEM:** Consider a motion to approve of the updated agreement between the Grand Rapids Area Community Foundation and Grand Rapids Public Utilities Commission for the Public Utilities Community Caring Fund and authorize the General Manager to sign.

**PREPARED BY:** Jean Lane, Business Services Manager

### **BACKGROUND:**

GRPU established the Grand Rapids Public Utilities Community Caring Fund on February 2, 2011, within the Grand Rapids Area Community Foundation (GRACF). The agreement specified two granting criteria (1) 50% of quarterly distribution shall be used for supporting crisis, basic needs funding for the working poor, using criteria and applications set up as the Itasca County Sharing Fund; (2) 50% of the quarterly contribution from the Agency shall be used to support nonprofit entities that provide services within the geographic area which the Agency serves.

The funding for the program is from GRPU customers who have rounded up their monthly utility bill and given their permission to use the round up money for the Caring Fund. The money rounded up is sent to the GR Area Foundation quarterly is approximately \$250/quarter. The balance in the GRPU Community Caring Fund is approximately \$10,000.

The first grants were paid out in 2012 and then the grants went inactive. After the COVID-19 pandemic the GRACF executive director approached GRPU and asked GRPU to review the funding guidelines established in 2011.

On September 15, 2022 the GRPUC adopted resolution #09-15-22-7 establishing a policy for the Grand Rapids Public Utilities Community Caring Fund and program guidelines. The focus of the policy is for the funds to assist residential GRPU customers in a utility crisis. See attached.

GRPU Customer Service Team working closely with the GRACF in 2023 realized the agreement language between GRACF and GRPUC needed to be updated based on the policy adopted in September 2022.

The attached updated agreement has been reviewed by GRACF and GRPU team members which has been updated to reflect the GRPUC September 2022 policy language and a reduced management fee calculation from 10% to 5%. This updated agreement more closely aligns with GRACF current agreements.

The work of the GRPU Customer Service Team with GRACF resulted in 10 customers who received grants totaling approximately \$1,000 per the adopted policy which is the annual granting limit. There were more customers in utility crisis late summer and GRPU management approved an additional \$2,000 of grants for approximately 20 customers from GRPU annual royalty funds which were deposited in the Caring Fund.

**RECOMMENDATION:**

Approve the updated agreement between the Grand Rapids Area Community Foundation and Grand Rapids Public Utilities Commission for the Public Utilities Community Caring Fund and authorize the General Manager to sign.



*...joining charitable intentions with community needs*

**Agreement for  
Grand Rapids Public Utilities Community Caring Fund  
Within the  
Grand Rapids Area Community Foundation**

**THIS UPDATED AGREEMENT**, dated this 3<sup>rd</sup> of November 2023, is made between Grand Rapids Public Utilities Commission (GRPUC) (the “Agency”) and the Grand Rapids Area Community Foundation (the “Foundation”), to update the agreement for the Grand Rapids Public Utilities Community Caring Fund (the “Fund”). The Foundation will hold the Fund and all additions to it from any sources as follows:

1. The Fund shall be identified Grand Rapids Public Utilities Community Caring Fund. The Fund shall be described as such in all relevant Foundation literature, reports, promotional material and public documents.
2. **Purpose**  
Consistent with the charitable purposes of the Foundation, distributions from this Fund will be used only to provide support for providing crisis grants for the Agency’s customers in need of public utilities per the guidelines established by GRPU and on file at the Foundation.
3. **Distributions**  
It is the intent of the Agency that the Fund is non-endowed and distributions from the Fund shall be consistent with the exempt purposes of the Foundation. Distributions from the Fund may be made in any amount not to exceed the balance of the Fund.
4. **Variance Power.**
  - a) The Fund shall be subject to the Articles of Incorporation and Bylaws of the Foundation, as they may amend them from time to time. The Foundation board shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes if, in the sole judgment of the board, such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the clientele of the Agency.
  - b) If there are no additions to the Fund in five years’ time, the Fund shall be retired, and any remaining assets will be transferred to the Itasca County Sharing Fund.
5. **Investment**
  - a) The Community Foundation may commingle the assets of the Fund with the assets of other funds held by the Community Foundation, provided the separate identity of the Fund will be maintained and distribution from the Fund will be clearly identified as such to the grantees.
  - b) The governing board of the Foundation shall have final authority and discretion as to the investment and reinvestment of the assets of the Fund as part of the Foundation Investment Portfolio.



**6. Fees for Service**

The Foundation shall provide all routine accounting, and reporting to the Minnesota Attorney General and Internal Revenue Service regarding the Fund. The Foundation shall be entitled to reasonable compensation for management of the Fund. The annual fee for this fund is 5% of the fund balance at end of each calendar year.

**7. Administration**

The Fund will be administered in accordance with the normal and customary policies of the Foundation (available upon request).

**8. Advisors**

The following individuals may serve as advisors to the Fund:

- 1. GRPU Current General Manager**
- 2. GRPU Current Business Service Manager**
- 3. GRPU Current Lead Customer Service Representative**

9. It is intended that the Fund will be continued as long as the need for the Fund exists, and assets are held in the Fund for its purposes. If for any reason the Agency ceases to exist or the Fund is not active for five years, distribution from the Fund shall be made by the Foundation following the Agency's intent and criteria as closely as possible.

10. The Fund shall be the sole property of the Foundation held by it in its corporate capacity and will not be deemed a trust fund held by it in a trustee capacity. It is intended the Fund will be a component fund of the Community Foundation and that nothing in the Agreement will affect the status of the Foundation as an organization described in Sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code. This Agreement will conform to any applicable requirements of the Internal Revenue Code and IRS regulations.

**11. Anonymity/Publicity**

To recognize and honor our donors, the Foundation's policy is to include our donors' names in publicity about the Foundation unless they wish to remain anonymous. GRPUC has no objection to the inclusion of the GRPUC name in Foundation publicity.

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GRPUC General Manager Printed Name	GRPUC General Manager Signature	Date
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Foundation Printed Name and Title	Foundation Signature	Date
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Foundation Approved Date



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

RESOLUTION NO. 09-15-22-7

ADOPT GRAND RAPIDS PUBLIC UTILITIES COMMUNITY  
CARING FUND PROGRAM POLICY

WHEREAS, the Grand Rapids Public Utilities Commission (GRPUC) philosophy is to adopt written policies which are central to a strategic long-term approach to community involvement; and

WHEREAS, the Grand Rapids Public Utilities Community Caring Fund Program policy delegates to the General Manager the ability to administer the Grand Rapids Public Utilities Community Caring Fund created at the Grand Rapids Area Community Foundation; and

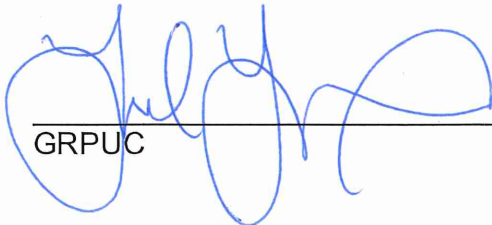
WHEREAS, the GRPUC has reviewed and discussed the Grand Rapids Public Utilities Community Caring Fund Program Policy at work sessions in June and July of 2022;

NOW, THEREFORE BE IT RESOLVED, THAT the Grand Rapids Public Utilities Commission has reviewed and adopts the Grand Rapids Public Utilities Community Caring Fund Program Policy.

Adopted this 15<sup>th</sup> day of September, 2022.

  
\_\_\_\_\_  
GRPUC President

Witness:

  
\_\_\_\_\_  
GRPUC



Item 9.

# COMMISSION POLICY

## Grand Rapids Public Utilities Community Caring Fund Program

<b>Category:</b> <b>Governance</b>	<b>Subcategory:</b> <b>Community Involvement</b>	<b>Policy Number:</b> <b>1.5.025</b>
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### 1.0 PURPOSE

In 2011, Grand Rapids Public Utilities (GRPU) created the Grand Rapids Public Utilities Community Caring Fund at the Grand Rapids Area Community Foundation (GRACF) in which contributions to the fund come from GRPU customers who “round up” their utility bill payments. The fund is for GRPU customers in order to prevent a crisis situation from becoming chronic, by serving immediate, last resort, crisis needs such as utility bills.

### 2.0 POLICY

With this policy, the Commission communicates expectations for the General Manager’s understanding of the administration of the Grand Rapids Public Utilities Community Caring Fund Program (the Program) at GRACF. The General Manager, shall ensure the Program at GRACF maintains the following format:

#### Program Guidelines

- The maximum total spending from the fund per year = \$1,000
- The maximum individual customer account gift per year = \$100
- The (up to) \$100 gift to recipient can be used to pay for utility deposit and/or outstanding utility bills (including any fees) for electric, water, wastewater, and storm water. The gift funds are transferred from GRACF to GRPU on behalf of the recipient.
- The Program is tracked and analyzed on a calendar year basis

#### Recipient Eligibility Guidelines

- The recipient is currently or applying to be a GRPU RESIDENTIAL customer
- The recipient has been screened through a nonprofit organization or government social service establishing a need for utility payment assistance (i.e. Kootasca)

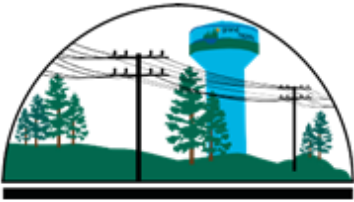
\_\_\_\_\_  
 Tom Stanley  
 GRPUC President

\_\_\_\_\_  
 GRPUC  
 Commissioner

### **POLICY HISTORY:**

Adopted: September 15, 2022

Revised: \_\_\_\_\_



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## **BUSINESS SERVICES DEPARTMENT MONTHLY REPORT November 2023 Commission Meeting**

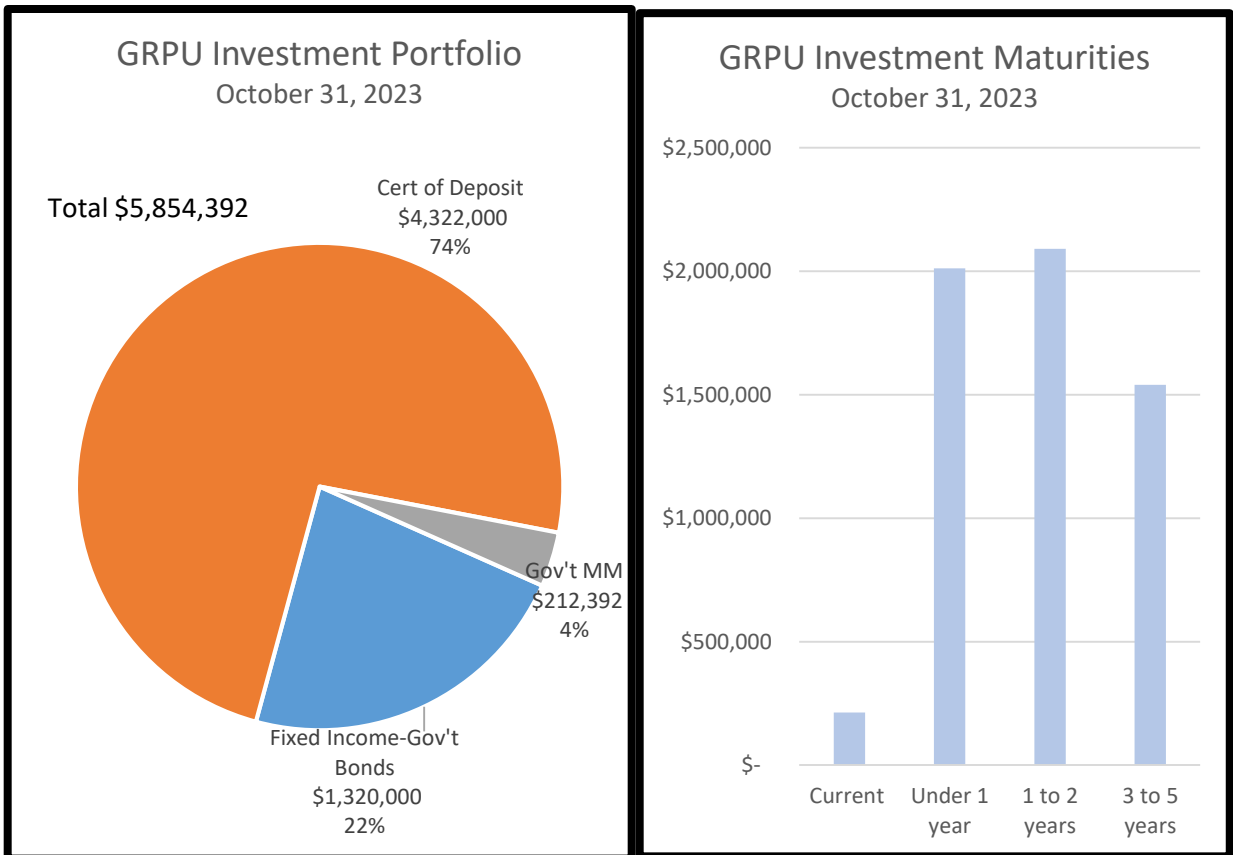
### ***SAFETY***

### ***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 \$5,854,392 as of October 31, 2023.

### **SAFETY OF ASSETS – INVESTMENTS**





## **CUSTOMER SERVICE – CUSTOMER-FOCUSED COMMUNICATION CAMPAIGNS**

*October 2023 focused communications was GRPU Caring Fund (roundup program) which will continue into November. November 2023 customer-focused communication is water and sewer lines customer responsibility and available home repair plans.*

Click on the following link to review online documents regarding water and sewer line responsibility.

Link – [Water & Sanitary Sewer Lines – What Property Owners Should Know Fact Sheet](#)

Radio advertising promoting the GRPU caring fund and customer water and sewer lines responsibility and available home repair plans.

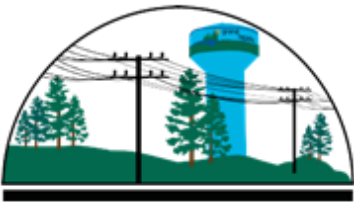
## **RELIABILITY – UPDATE ON NEW ENTERPRISE RESOURCES PLANNING SOFTWARE**

City and GRPU ERP software themes: (1) importance of transparency and customer interactions; (2) self-service portals for customers; (3) interface with utility billing, OMS, AMI, and GIS.

The new ERP software will allow the City and GRPU to have data that is easier to access and increased reliability.

The GR joint steering/strategy team met to finalize some Enterprise Resource Planning (ERP) request for proposal (RFP) discussion, decisions, and next action steps. The current software GRPU software Cogsdale (utility billing) and Great Plains (GP) Dynamics (financial & projects) is outdated or will not be supported in the near future. The City software MSI is not being supported. Below are some decisions and next steps from the joint steering/strategy team:

- GFOA has started negotiations, on GRPU behalf, with SpryPoint for utility billing and related software. A SpryPoint team member will be at GRPU November 6 for a kick-off implementation meeting.
- Financial software platform – Two financial software vendors have been asked to respond to the joint City and PU full financial RFP which are due November 15, 2023.



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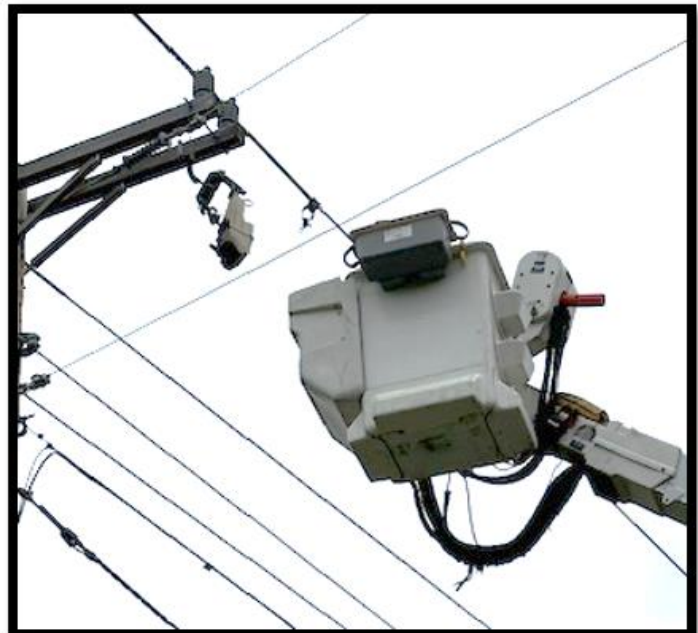
## ELECTRIC DEPARTMENT MONTHLY REPORT November 2023 Commission Meeting

### Reliability Report Last Month

October was a difficult month. We had three major outages and fifteen minor ones. See the information below:

SAIDI:	0.09	Avg Minutes / Customers Served	CAIDI:	0.29	Avg Minutes / Customer Out	Total Customers Out:	2,315
SAIFI:	0.30	Cust Outages / Customers Served	CAIFI:	0.008	Avg Outages / Customer Out	Total Reported Hours:	11
Active:	7625	Active Electric Customers	Outages:	18	Total Number of Outages	Total Customer Hours Out:	1,462
ASAI:	99.99780	Average Percent System Available					

10/7/2023 Outage: This major outage was caused by a squirrel that created a large enough fault to open a fuse, burned-up transformer connections, take out a trip saver, and trip the feed from the La Prairie sub. The picture below on the left shows the burned up transformation connections. The picture below on the right shows the trip saver that was burned up. Though we often have squirrel-caused outages, it is rare for this much damage to occur. GRPU staff is reviewing the incident data including the trip saver settings in order to reduce future incidents like this.



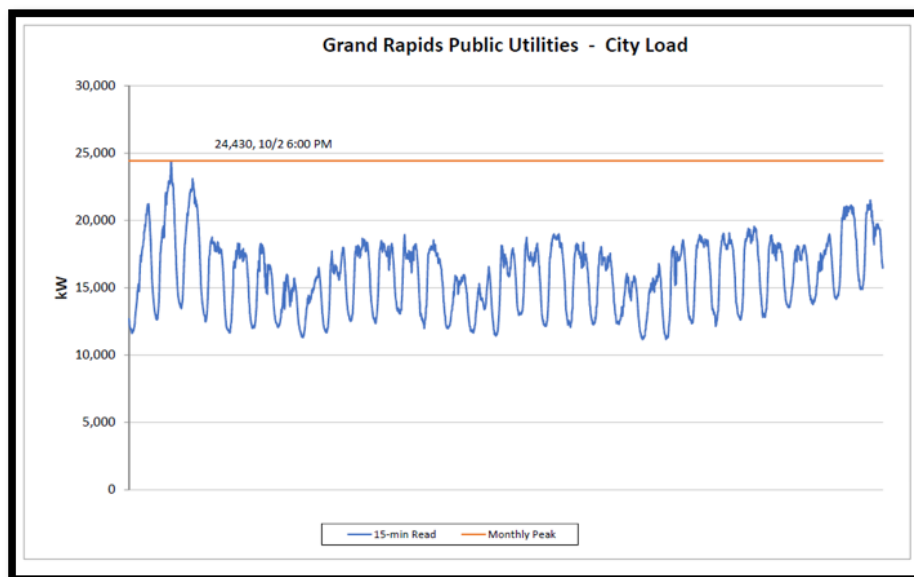
10/21/2023 Outage: This major outage was caused by a tree branch lying on an overhead line that resulted in partial power to several customers. There was no permanent equipment damage.

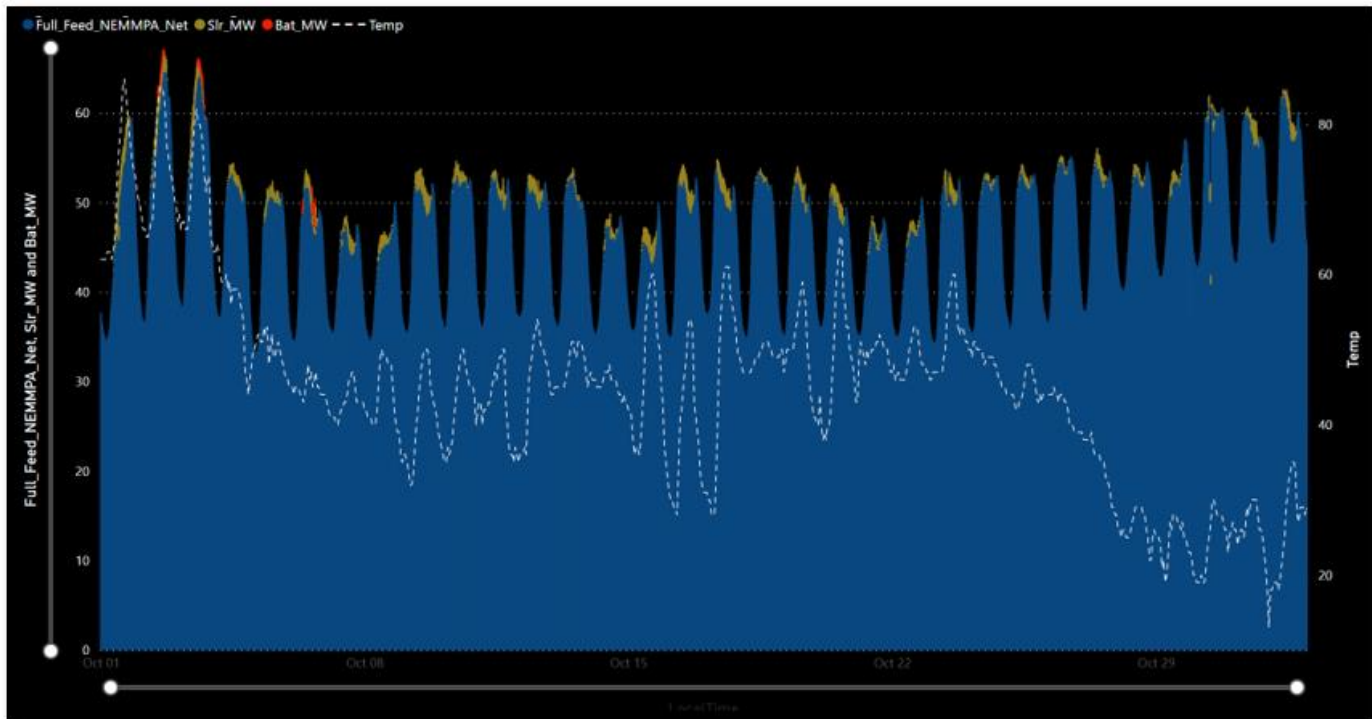
10/23/2023 Outage: A fault created a small fire on a pole that resulted in damage to the connection to all three phases. Power needed to be turned off for most of our southern service area in order to make the repair. After power was brought back on, an additional planned outage was needed to make an associated repair. The picture below shows crews repairing the 3-phase connection.



### Electric Load Graph Last Month

The Monthly Peak was 24,430 kW on Oct 2nd. I've also added a preview of the same load data from the Power BI interface. This is a different way to view the same data and includes additional information. We'll be transitioning to more charts and graphs like this in the 2024 monthly reports.

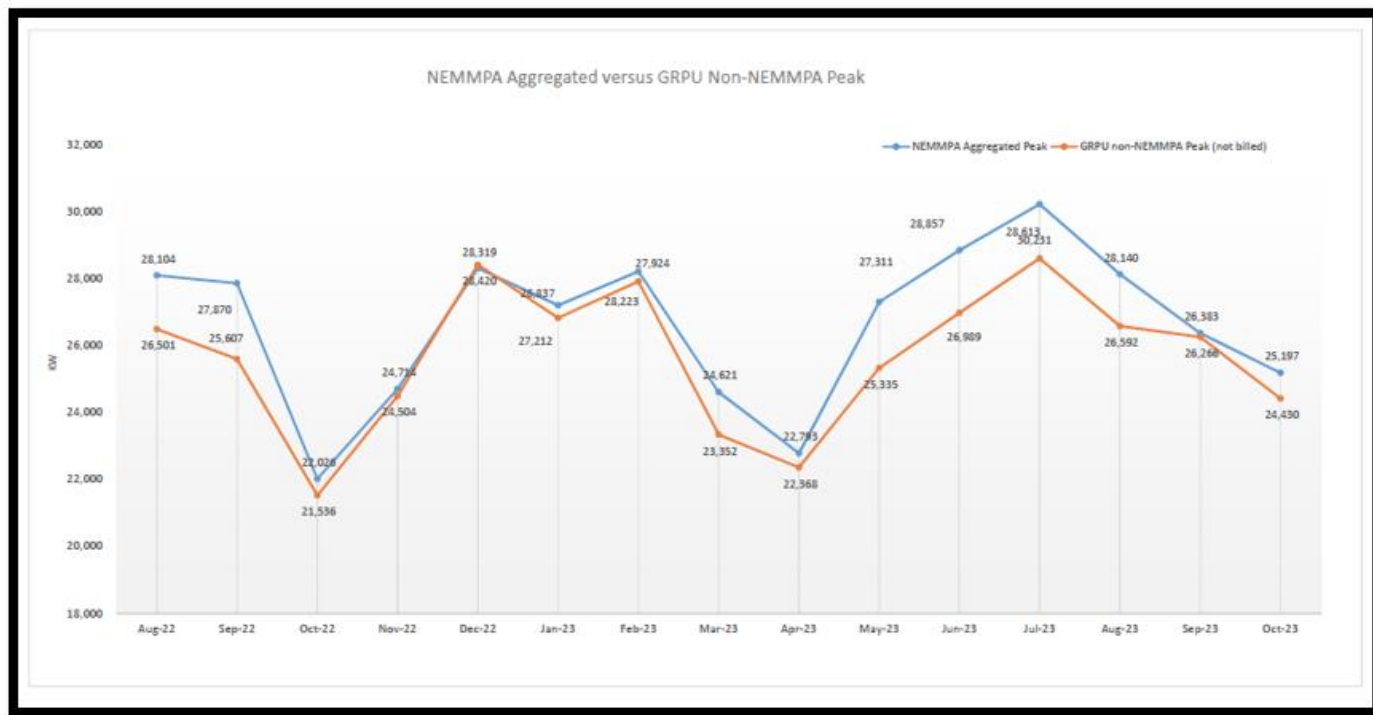




Preview Power BI

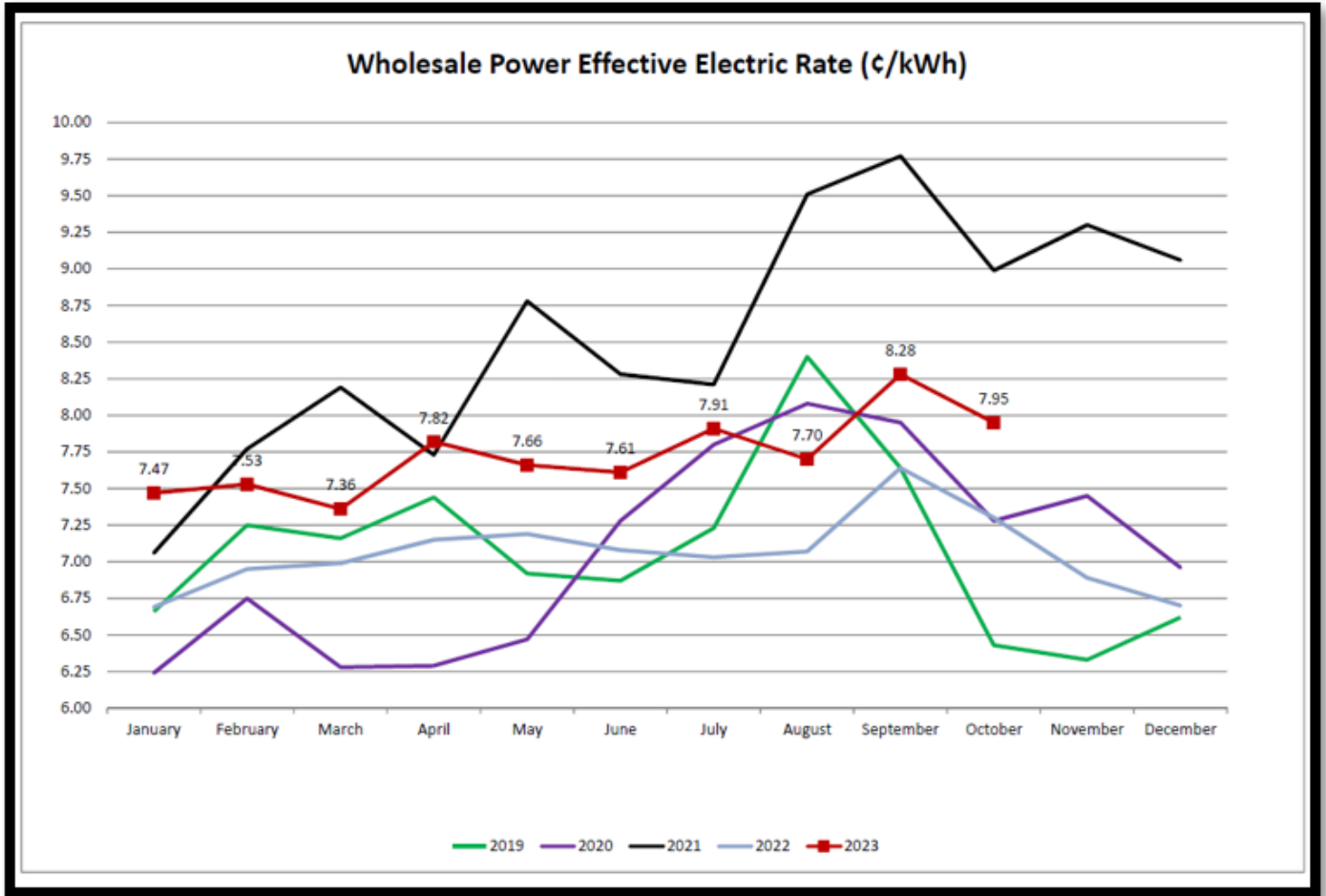
**NEMMPA vs. non-NEMMPA Peak Last Month**

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



### Effective Wholesale Electric Power Rate Last Month

The attached graph shows the effective wholesale electric rate.

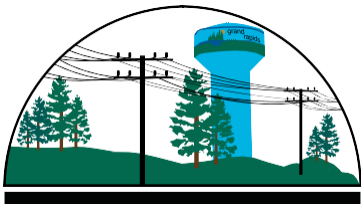


## Capital and Operations Project Summary

COMMISSION REPORT CONTENTS									
Agency Lead	Dept	Proj Desc	Proj #	Budget	Amount Spent	Percent Spent (calc'd)	Percent Completed	Status	Noted Issues / Highlights
GRPU	ELEC	Distribution System Transformers	ELEC2306	\$150,000	\$0	0%	10%	In Progress	Larger order, lead-time reduction
GRPU	ELEC	Crystal Springs Conversion	ELEC2135	\$146,000	\$0	0%	0%	On Hold	trx supply chain issues - pushed to 2024
GRPU	ELEC	Reliability Upgrades	ELEC2314	\$100,000	\$0	0%	0%	In Progress	working through collecting costs
GRPU	ELEC	Tree Trimming	EOPS	\$150,024	\$143,596	96%	0%	In Progress	closing out 99% of yearly work
GRPU	ELEC	Backyard Machine	ELEC2318	\$90,000	\$90,000	100%	100%	Completed	
GRPU	ELEC	OH Replacements	ELEC2304	\$60,000	\$10,290	17%	0%	In Progress	
GRPU	ELEC	Power Pole Replacement	ELEC2311	\$50,000	\$0	0%	0%	Not Started	working through collecting costs
GRPU	ELEC	Distribution System Services	ELEC2301	\$40,000	\$0	0%	0%	Not Started	
GRPU	ELEC	SW 1st Avenue Conversion	ELEC2317	\$30,000	\$0	0%	0%	On Hold	trx supply chain issues - pushed to 2024
GRPU	ELEC	UG Replacements	ELEC2305	\$30,000	\$29,526	98%	1%	In Progress	working through collecting costs
GRPU	ELEC	Maple Street Conversion	ELEC2316	\$29,000	\$0	0%	0%	On Hold	trx supply chain issues - pushed to 2024
GRPU	ELEC	AMI Meters	ELEC2307	\$25,000	\$5,422	22%	1%	In Progress	
GRPU	ELEC	Security Lighting	ELEC2303	\$13,996	\$1,118	8%	0%	Not Started	
GRPU	ELEC	Dual Fuel Services	ELEC2302	\$2,560	\$0	0%	0%	Not Started	working through collecting costs
City	ELEC	21st St & Forest Hills Dr	EOPS			#DIV/0!		In Progress	
Developer	ELEC	Ainsworth Site Transformer	EOPS		\$62,283	#DIV/0!	75%	In Progress	changes in works
GRPU	ELEC	CSC Generator	EOPS			#DIV/0!		In Progress	2024 delivery
GRPU	ELEC	East Sub Rewire	EOPS		\$0	#DIV/0!	0%	Not Started	
City	ELEC	Forest Lake School Site Housing	EOPS			#DIV/0!		Not Started	
Developer	ELEC	Newman Campground - LaPrairie	EOPS		\$33,000	#DIV/0!	100%	Completed	

**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



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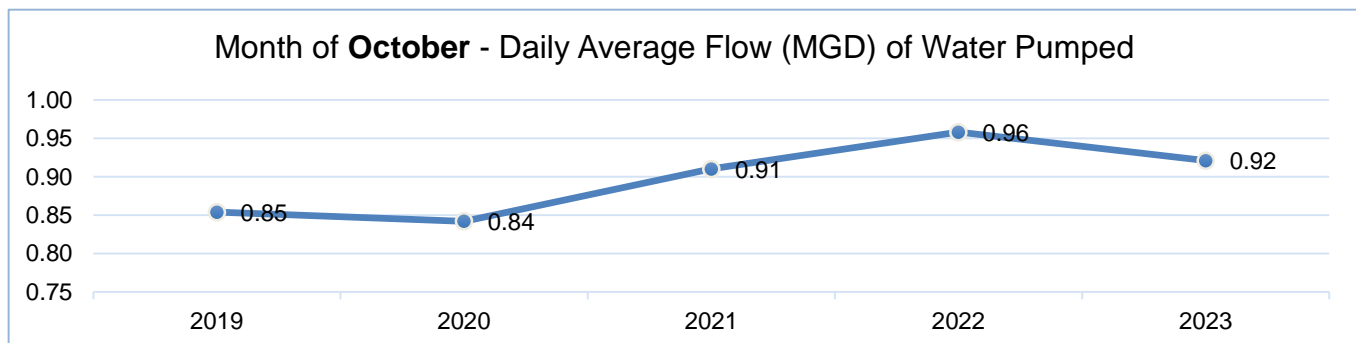
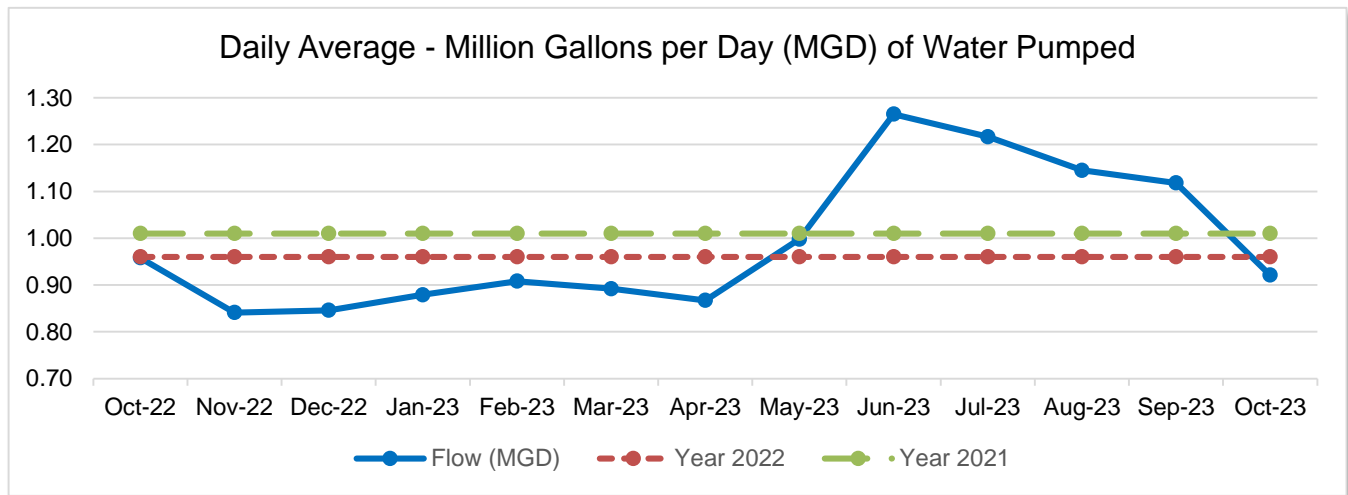
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## WATER UTILITY MONTHLY REPORT November 2023 Commission Meeting

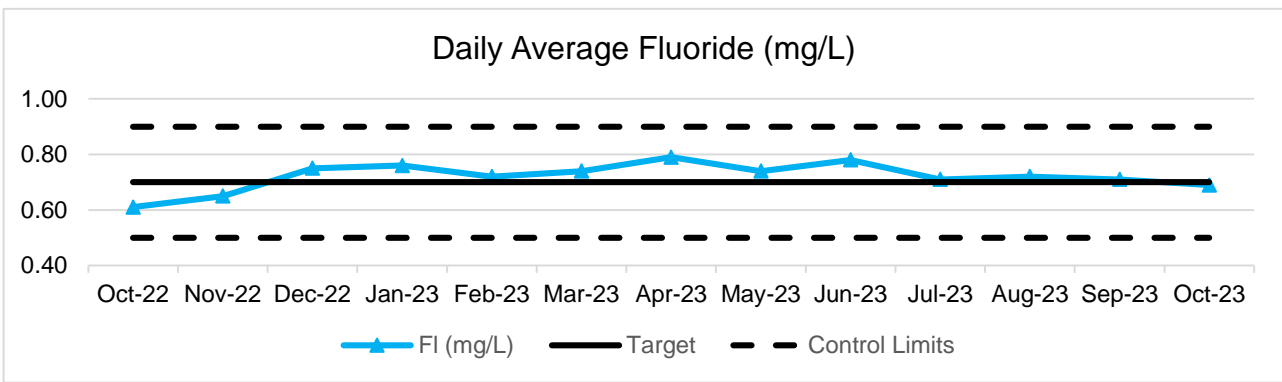
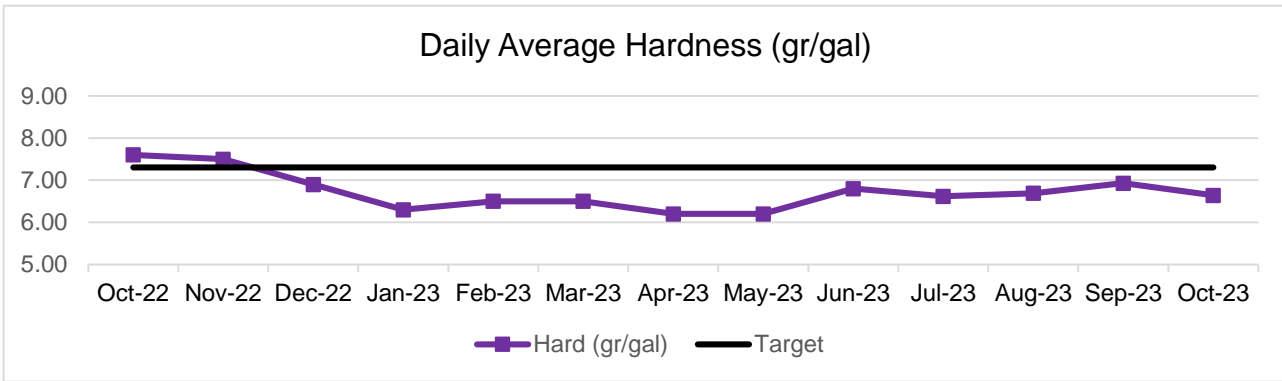
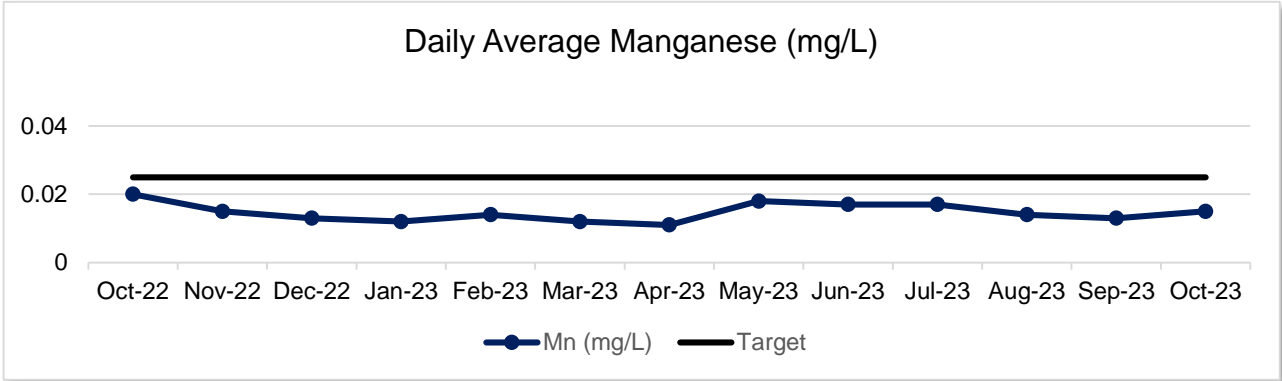
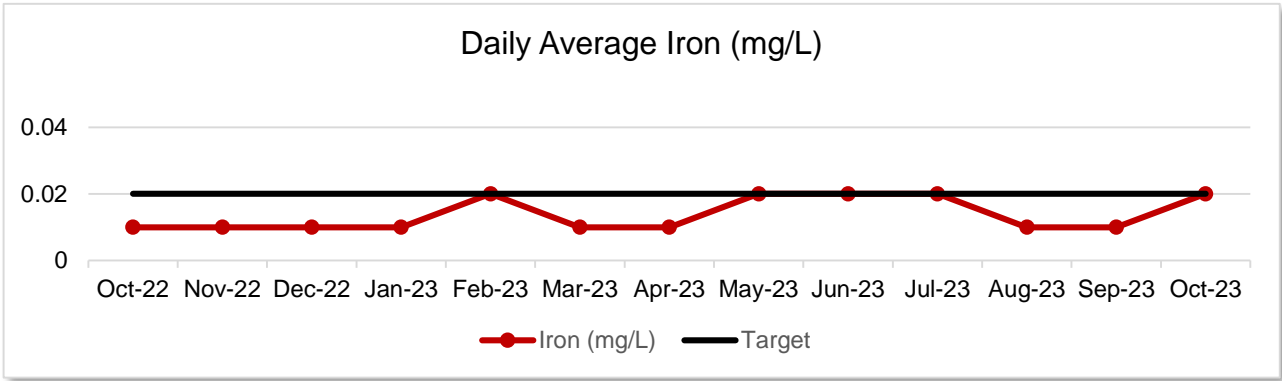
### Water Operations

The water plant pumped an average of 0.92 million gallons of water per day (MGD) with a peak of 1.21 million gallons during last month which is slightly higher than typical for this time of the year.



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







## Capital and Operations Project Summary

### WTP Renovation Project Update:

At their October meeting, the GR Planning Commission recommended to the City Council the rezone from SR-2 to SPU for the property immediately to the east of the water plant. The Council public hearing is scheduled for November 13.

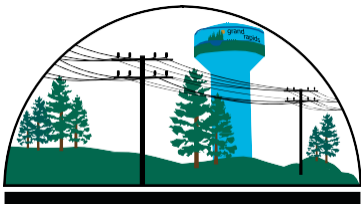
We are still planning to tour a recent project completed by the engineering firm.

### COMMISSION REPORT CONTENTS

Agency Lead	Dept	Proj Desc	Proj #	Budget	Amount Spent	Percent Spent (calc'd)	Percent Complete	Status	Noted Issues / Highlights
GRPU	WATER	Water Plant Renovations	WATR2213	\$4,943,400	\$0	0%	1%	In Progress	
City	WATER	Sylvan Overlays	WATR2306	\$1,202,000	\$20,000	2%	100%	Completed	
GRPU	WATER	Category 1 - Piping Repairs	WATR2312	\$350,000	\$0	0%	0%	Not Started	Place holder
GRPU	WATER	South Tower Coating Repairs	WATR2310	\$150,000	\$0	0%	0%	Not Started	Pushed to 2024
GRPU	WATER	Curb Stop Replacements	WATR2305	\$100,000	\$15,000	15%	5%	In Progress	Some completed, always more to do.
City	WATER	Paradise Park	WATR2313	\$85,000	\$0	0%	0%	Not Started	Pushed to 2024 per Casper
City	WATER	River Road Roundabout	WATR2311	\$82,455	\$0	0%	100%	Completed	
GRPU	WATER	High Service Pump Controls	WATR2005	\$60,000	\$2,000	3%	30%	In Progress	Pushed
GRPU	WATER	Well 2 Rehabilitation	WATR2004	\$55,000	\$20,055	36%	5%	In Progress	Completed first week of November.
GRPU	WATER	WTP Security	WATR2108	\$43,000	\$20,874	49%	50%	In Progress	
GRPU	WATER	Mid-Tower Coating Repairs	WATR2107	\$38,000	\$33,500	88%	100%	Completed	
GRPU	WATER	Fire Hydrant Repairs	WATR2209	\$35,000	\$0	0%	5%	In Progress	Some completed, always more to do.
GRPU	WATER	Radio Communication Upgrades	WATR2308	\$30,000	\$0	0%	0%	Not Started	Pushed to 2024
GRPU	WATER	Booster Station Panel View	WATR2302	\$30,000	\$0	0%	10%	In Progress	Pushed to 2024
GRPU	WATER	WTP Turbidity Meters	WATR2207	\$30,000	\$26,238	87%	50%	In Progress	Work scheduled
GRPU	WATER	WTP Flow Meters	WATR2204	\$30,000	\$22,030	73%	50%	In Progress	Work scheduled
GRPU	WATER	WTP Main Valve	WATR2212	\$22,500	\$13,403	60%	50%	In Progress	Work scheduled
GRPU	WATER	WTP Valve Updates	WATR2304	\$20,000	\$0	0%	35%	In Progress	Parts ordered.
GRPU	WATER	WTP Sewage Ejector System	WATR2206	\$20,000	\$11,834	59%	35%	In Progress	Parts ordered.
GRPU	WATER	Replace Fiber (SH to City Hall)	WATR2309	\$15,000	\$0	0%	0%	Not Started	Pushed based on security project
GRPU	WATER	WTP Communication with Wells	WATR2211	\$15,000	\$0	0%	0%	Not Started	Pushed to 2024
GRPU	WATER	WTP Aerator Media	WATR2208	\$12,000	\$4,800	40%	75%	In Progress	Media onsite, work scheduled for early 2024.
GRPU	WATER	WTP Sludge Pump	WATR2205	\$11,000	\$9,923	90%	50%	In Progress	Parts onsite, install early 2024.
GRPU	WATER	Hydrant Meters	WATR2203	\$8,700	\$2,800	32%	60%	Completed	
GRPU	WATER	WTP Backwash Valve	WATR2307	\$5,000	\$4,500	90%	50%	In Progress	Parts ordered.

### Status Definitions

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**GRAND RAPIDS  
PUBLIC UTILITIES**

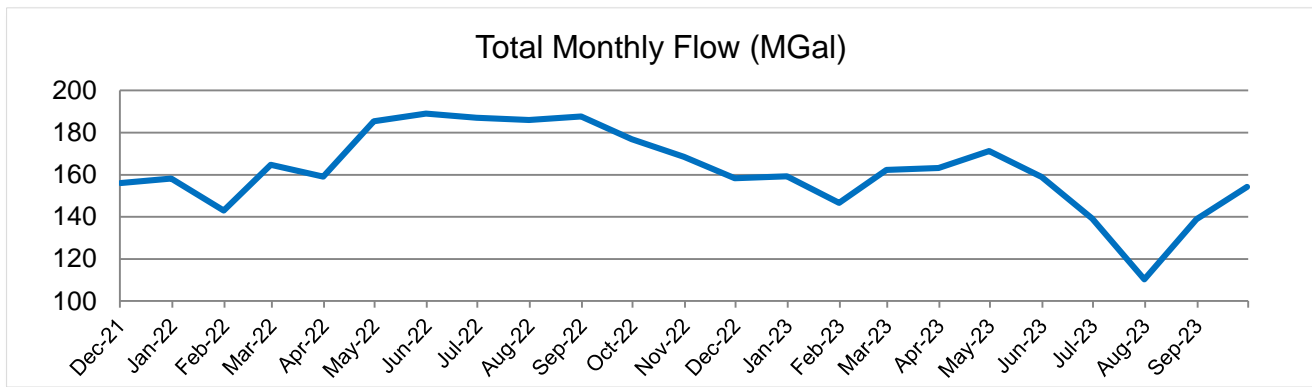
*Service is Our Nature*

500 SE Fourth Street • Grand Rapids, Minnesota 55744

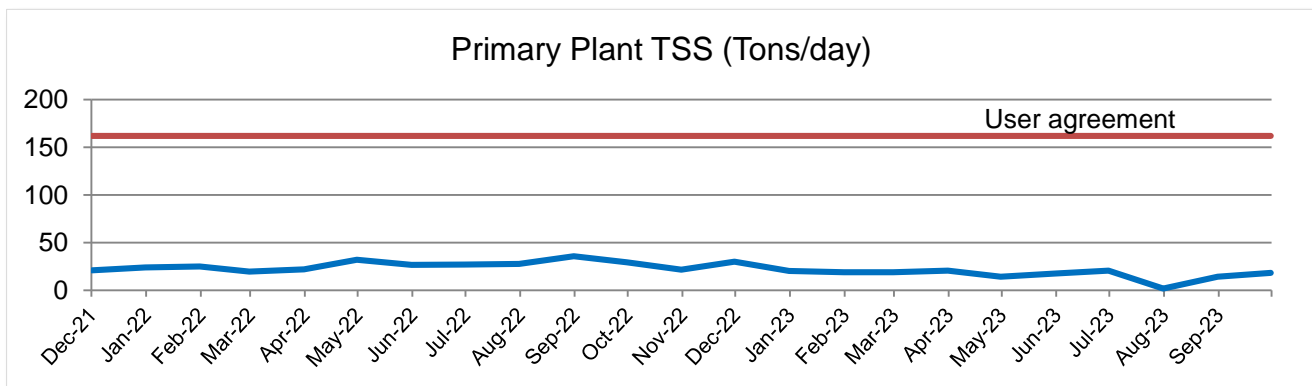
## WASTEWATER UTILITY MONTHLY REPORT November 2023 Commission Meeting

### Wastewater Operations

The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month. We treated 154 million gallons of water removing 99.8% of the Total Suspended Solids (TSS) and 99.1% Biochemical Oxygen Demand (cBOD).



	Design Limits (monthly AVG)	Actual Results
<u>Primary Plant</u>		
Flow (MGD)	13.25	3.6
TSS (Tons/day)	162	18.4
TSS Peak (Tons/Day)	284	51.6

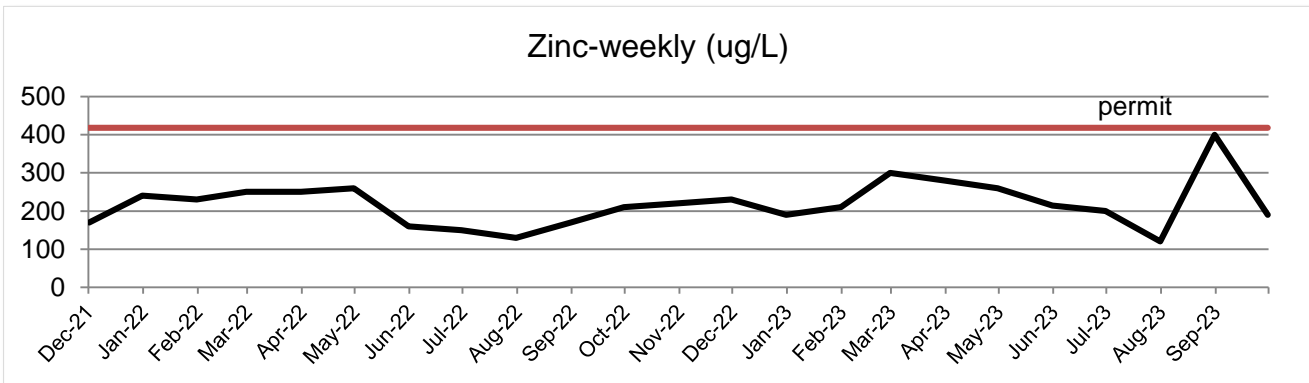
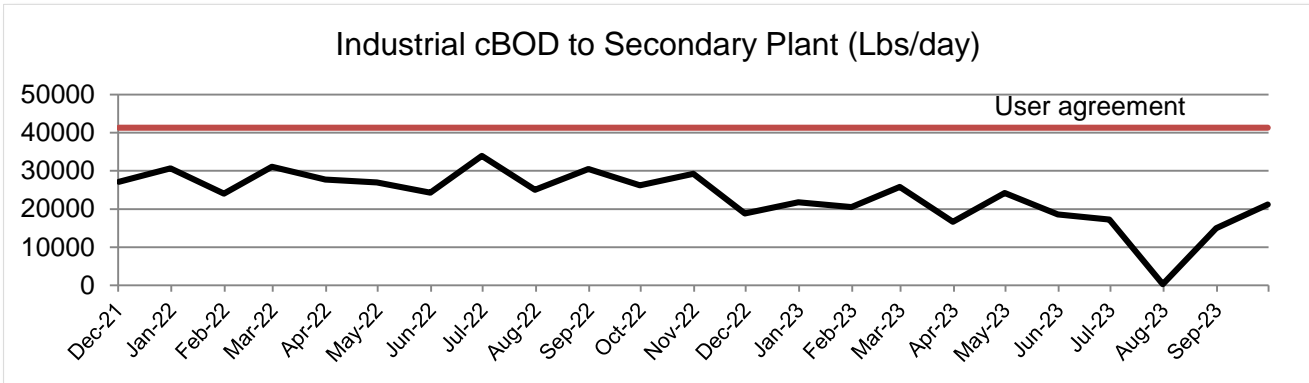


Design Limits  
(monthly AVG)

Actual Results

Secondary Plant

Flow (MGD)	15.25	5.0
cBOD (lbs/Day)	41,300	25,147
Peak cBOD (lbs/Day)	57,350	37,361
Zinc-weekly (ug/L)	418	190
% GRPUC		30.0% (min)

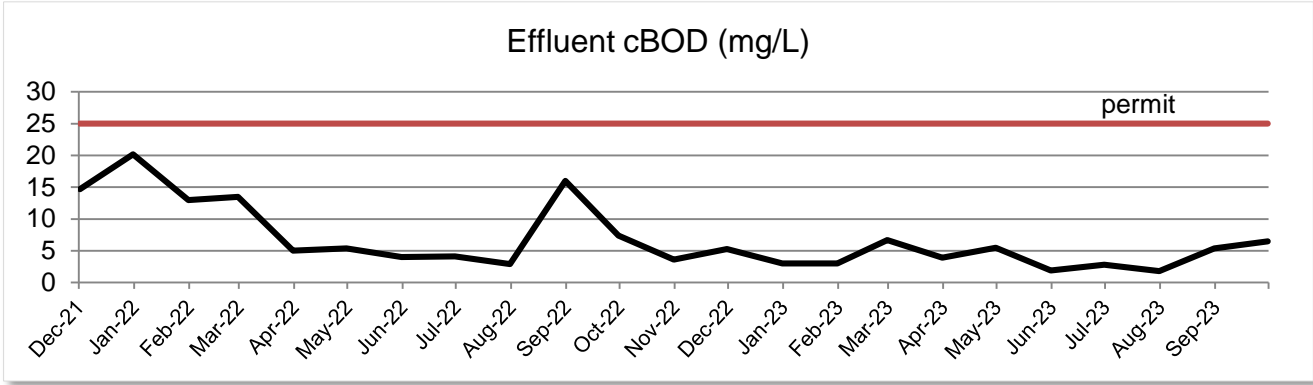
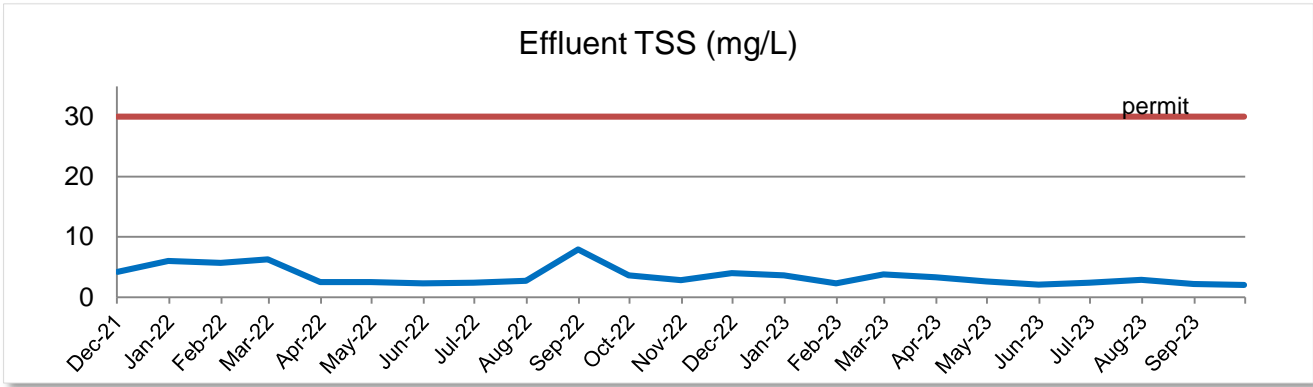


Permit Limits  
(monthly AVG)

Actual Results

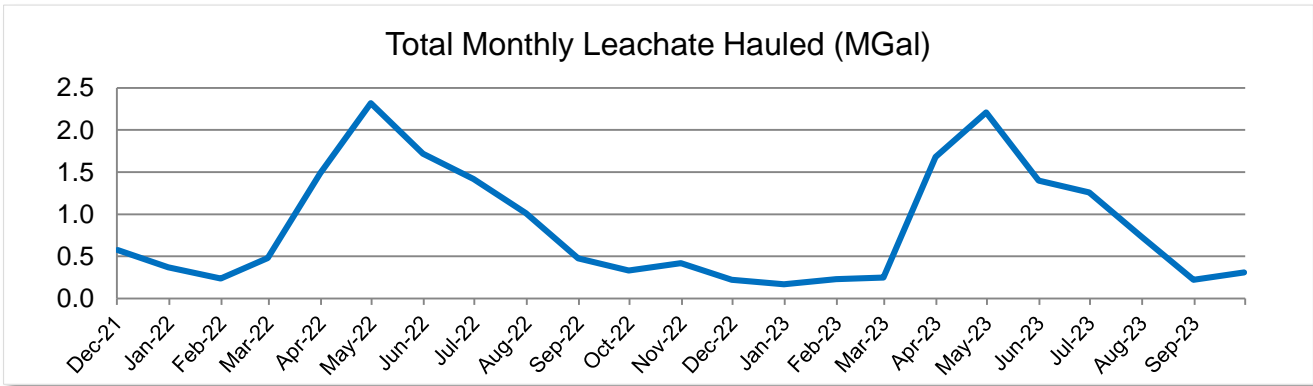
Effluent

TSS (mg/L) – monthly average	30	2.0
cBOD (mg/L) – monthly average	25	6.5
Dissolved Oxygen (mg/L)	>1.0	6.9



## Sludge Landfill Operations

- 0.31 million gallons of leachate were hauled last month.
- 3408 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 Complete	Status	Noted Issues / Highlights
City	WWC	Sylvan Overlays	WWCO2310	\$1,010,000	\$0	0%	100%	Completed	
GRPU	WWC	Category 1 - Piping Repairs	WWCO2308	\$350,000	\$0	0%	0%	Not Started	Placeholder
City	WWC	River Road Roundabout	WWCO2312	\$210,959	\$0	0%	100%	Completed	
GRPU	WWC	Jetting		\$150,000	\$82,000	55%	85%	In Progress	Close to complete.
GRPU	WWC	Jetting Camera	WWCO2303	\$60,000	\$55,000	92%	100%	Completed	
City	WWC	6th Ave NW (4th-5th)	WWCO2302	\$52,000	\$0	0%	0%	Not Started	Pushed until later date.
GRPU	WWC	Lift Station 2 - Generator and Switch	WWCO2207	\$36,490	\$36,490	100%	95%	In Progress	Parts onsite, work scheduled for 2024
GRPU	WWC	Lift Station Pumps	WWCO2005	\$35,000	\$34,460	98%	100%	Completed	
GRPU	WWC	Lift Station 8 Controls Update	WWCO2601	\$35,000	\$20,250	58%	60%	Completed	
GRPU	WWC	Lift Station 6 I/I Repairs	WWCO2307	\$35,000	\$5,520	16%	60%	Completed	Completed for now.
GRPU	WWC	Lift Station 9 Controls Update	WWCO2304	\$35,000	\$19,250	55%	60%	Completed	
GRPU	WWC	Lift Station 3 - Generator and Switch	WWCO2208	\$32,825	\$32,825	100%	95%	In Progress	Parts onsite, work scheduled for 2024
GRPU	WWC	Lift Station 2 Pump	WWCO2305	\$25,000	\$22,800	91%	100%	Completed	
GRPU	WWC	Clinic Lift Alarm Agent	WWCO2103	\$20,000	\$8,085	40%	90%	Completed	
GRPU	WWC	Manhole Replacements	WWCO1805	\$20,000	\$0	0%	0%	Not Started	Placeholder
GRPU	WWC	Mains and Services	WWCO1804	\$15,000	\$0	0%	0%	Not Started	Placeholder
GRPU	WWC	Lift Station 2 Flow Meter	WWCO2309	\$8,000	\$0	0%	0%	Not Started	Pushed to 2024
GRPU	WWT	Septic Hauler Dump Station	WWS2301	\$350,000	\$0	0%	0%	Not Started	Pushed to 2024
GRPU	WWT	Landfill Cover Work Ph 1-4, Ket D	WWS2301	\$250,000	\$23,940	10%	90%	In Progress	Engineering completed, permit revision in process
GRPU	WWT	Secondary Aeration Basin Mixer Re	WWS21804	\$175,000	\$35,000	20%	55%	In Progress	Work still scheduled.
GRPU	WWT	Rebuild Domestic Screen	WWS21801	\$150,000	\$108,625	72%	100%	Completed	
GRPU	WWT	Replace Fiber ASV to CSC	WWS2301	\$54,000	\$0	0%	0%	Not Started	Pushed based on security project.
GRPU	WWT	Bleach Tank Replacement	WWS2302	\$50,000	\$49,054	98%	100%	Completed	
GRPU	WWT	Sludge Screw Conveyor - Screw	WWS2103	\$50,000	\$0	0%	50%	In Progress	Parts in, work to be scheduled.
GRPU	WWT	Demo of old Primary Plant	WWS2001	\$50,000	\$0	0%	0%	Not Started	Pushed until later date.
GRPU	WWT	Trash Compactor	WWS2302	\$50,000	\$0	0%	20%	In Progress	Pushed until 2024
GRPU	WWT	Painting Primary Clarifiers	WWS2003	\$40,000	\$30,185	75%	100%	Completed	
GRPU	WWT	Primary Plant Sludge Pumps	WWS2303	\$28,000	\$19,156	68%	50%	In Progress	Parts in, work to be scheduled.
GRPU	WWT	Primary Sludge Pump VFD	WWS2301	\$24,000	\$0	0%	0%	Not Started	Pushed until 2024
GRPU	WWT	Landfill Phase Pumps	WWS2302	\$18,000	\$0	0%	0%	Not Started	Pushed until 2024
GRPU	WWT	Forks for Front End Loader	WWS2202	\$12,000	\$9,500	79%	100%	Completed	
GRPU	WWT	Replace Fiber Segment 1	WWS2302	\$12,000	\$0	0%	0%	Not Started	Pushed based on security project.
GRPU	WWT	VFD Upgrades for Lift Pumps	WWS2301	\$12,000	\$0	0%	15%	In Progress	Pushed until 2024
GRPU	WWT	Leachate Phase Pump	WWS2101	\$8,000	\$0	0%	0%	Not Started	Pushed until 2024
GRPU	WWT	Screw Press VFD	WWS2302	\$8,000	\$0	0%	0%	Not Started	Pushed until 2024
GRPU	WWT	Flow Meter for Domestic Flow	WWS2301	\$7,000	\$0	0%	0%	Not Started	Pushed until 2024
GRPU	WWT	WWTP Alarm Agent	WWS2304	\$6,500	\$6,000	92%	85%	Completed	

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# Grand Rapids Public Utilities

November 8, 2023 Commission Meeting

Department Head Presentation

Jean Lane – Business Services Department Manager





\$1,000

10  
Customers

**Public Utilities**  
*Caring Fund* 

**GRAND RAPIDS PUBLIC UTILITIES CARING FUND**  
*a little change can change a lot!*

\$3,000

30  
Customers



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



COMMUNITY  
FOUNDATION  
GRAND RAPIDS AREA

**THANK YOU!**



# BUDGET PLANNING PROCESS





# Questions / Comments

November 8, 2023 Commission Meeting

Department Head Presentation

Jean Lane, Business Services Department Manager

