



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING AGENDA

Monday, September 18, 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 Monday, September 18, 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 August 16, 2023 Regular Commission Minutes, the August 18th Closed Meeting Minutes and the August 30, 2023 Regular Work Session Minutes.

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,714,362.78 of verified claims for August 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 approve the City Treasurer's Report for August 2023.
4. Consider a motion to authorize the disposal of surplus computer and related accessories property.
5. Consider a motion to adopt Resolutions 09-18-23-08 adopting the Revenue Policy, Resolution 09-18-23-09 adopting the Grant Policy, Resolution 09-18-23-10 adopting the Investment Policy, Resolution 09-18-23-11 adopting the Operating Reserve Policy, Resolution 09-18-23-12 adopting the Capital Improvement Plan Policy, and Resolution 09-18-23-13 adopting the Debt Management Policy.
6. Consider a motion to ratify the procurement contract with Electric Pump for labor and parts for the spare domestic lift station pump for \$19,118.50.
7. Consider a motion to ratify the procurement contract with Novaspect for a valve for the water plant for \$10,507.99.
8. Consider a motion to ratify the procurement contract with Visu-Sewer for a repair to a manhole near lift station 6 for \$5,520.

- [9.](#) Consider a motion to ratify the procurement contract with Power Process for Moyno pump parts for the primary plant sludge pump 2B for \$18,574.24.

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:

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

ADMINISTRATION:

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

BUSINESS SERVICES DEPARTMENT:

- [12.](#) Review Business Services 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

DEPARTMENT HEAD PRESENTATION:

- [16.](#) Administration Department Head Presentation - General Manager, Julie Kennedy

ADJOURNMENT:

The next Special meeting is scheduled for Tuesday, September 26, 2023 at 1:00 PM in the conference room of the Best Western Plus at 2309 SW 1st Ave.

The next Regular Meeting of the Commission is scheduled for Wednesday, October 11, 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, August 16, 2023

4:00 PM

President Stanley called the meeting to order at 4:03 PM.

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

ABSENT: Secretary Luke Francisco with notice

STAFF: Jean Lane, Chad Troumbly, Steve Mattson

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the July 12, 2023 Regular Commission Minutes and the July 26, 2023 Regular Work Session Minutes.

Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the July 12, 2023 Regular Commission Minutes and the July 26, 2023 Regular Work Session Minutes.

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

VERIFIED CLAIMS:

2. Consider a motion to approve \$3,117,110.82 of verified claims for July 2023.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve \$3,117,110.82 of verified claims for July 2023.

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

COMMISSION REPORTS:

Commissioner Adams reported on there being interest by the group that built the Pillars to build a 132-unit market-rate apartment building on the city-owned property between the Pillars and Garden Court Chateau.

Commissioner Adams also reported that the City is considering rezoning property next to Majestic Pines from R1 to R4 for a future development.

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.

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

3. Consider a motion to confirm filling the Executive Assistant position with the preferred candidate, Ms. Megan Pehrson.

Approved on consent agenda.

4. Consider a motion to ratify the professional services contract with MMUA for strategic planning services for \$10,000 plus approved reimbursable expenses.

Approved on consent agenda.

5. Consider a motion to approve the 2023 MMUA Delegate Appointment Form.

Approved on consent agenda.

6. Consider a motion to ratify the amendment to the procurement contract with Government Finance Officers Association consulting services for ERP RFP evaluation and contract negotiations not exceed \$25,000.

Approved on consent agenda.

7. Consider a motion to ratify the procurement contract of \$750 with VIA Actuarial Solutions consulting services for GASB 75 Actuarial Services.

Approved on consent agenda.

8. Consider a motion to authorize the sale and/or disposal of surplus property.

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

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

SAFETY REPORT:

9. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

10. Consider a motion to adopt Resolution Number 08-16-23-7 approving Metered Use, Drought and Water Leak policies.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to adopt Resolution Number 08-16-23-7 approving Metered Use, Drought and Water Leak policies.

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

11. Review Administration Monthly Report

Reviewed Administration Monthly Report.

BUSINESS SERVICES DEPARTMENT:

12. Consider a motion to approve reimbursement resolution 08-16-23-8 for the Grand Rapids/Cohasset Industrial Park Utility Extension Project and request the City Council to issue G.O. bonds to finance related costs.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve reimbursement resolution 08-16-23-8 for the Grand Rapids/Cohasset Industrial Park Utility Extension Project and request the City Council to issue G.O. bonds to finance related costs.

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

13. Review Business Services Monthly Report

Reviewed Business Services Monthly Report

ELECTRIC DEPARTMENT:

14. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report.

WATER AND WASTEWATER DEPARTMENT:

15. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report.

16. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report.

DEPARTMENT HEAD PRESENTATION:

17. Department Head Presentation - Electric Manager, Chad Troumbly

Electric Department Manager, Chad Troumbly, gave the Department Head Presentation.

ADJOURNMENT:

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Julie Kennedy".

Julie Kennedy



GRAND RAPIDS PUBLIC UTILITIES COMMISSION CLOSED MEETING MEETING MINUTES

Friday, August 18, 2023

8:00 AM

President Stanley called the meeting to order at 8:07 AM.

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

ABSENT: Commissioner Dale Adams

STAFF: Julie Kennedy, Jean Lane, Steve Mattson, Chad Troumbly

BUSINESS:

President Stanley noted the purpose of the meeting was to discuss the possible purchase of real property (PID 91-550-0340) and asked for a motion to close the meeting.

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to close the meeting.
Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith**

1. Conduct discussions relative to the possible purchase of real property (Property ID: 91-550-0340) pursuant to Minnesota Statute 13D.05, Subd. 3(c)

The Commission reviewed the information provided by staff and discussed the potential property purchase. Upon conclusion of the discussion, the following motion was made:

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to open the meeting.

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

Upon re-opening the meeting, the following motion was made:

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to authorize staff to work with City staff on the purchase of PID 91-550-0340 for the full listed price, contingent upon rezoning the parcel to Public Use.

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

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:07 AM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Julie Kennedy".

Julie Kennedy



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

Wednesday, August 30, 2023

8:00 AM

President Stanley called the meeting to order at 8:07 AM.

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

ABSENT: Secretary Luke Francisco with notice

STAFF: Julie Kennedy, Jean Lane, Chad Troumbly, Steve Mattson

BUSINESS:

1. Consider a motion to approve \$97,022.30 verified claims for July and August 2023.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve \$97,022.30 verified claims for July and August 2023.

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

2. Review Revenue, Grant, Investment, Operating Reserve, and Capital Improvement Plan Policies and revised Debt Management Policy.

Commission and staff reviewed Revenue, Grant, Investment, Operating Reserve, and Capital Improvement Plan Policies and revised Debt Management Policy.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:32 AM.

Respectfully Submitted,

Julie Kennedy
Julie Kennedy



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 18, 2023

AGENDA ITEM: Consider a motion to approve \$1,714,362.78 of verified claims for August 2023.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$1,263,236.99

Manual check register \$451,125.79

Total \$1,714,362.78

RECOMMENDATION:

Consider a motion to approve \$1,714,362.78 of verified claims for August 2023.

Grand Rapids Public Utilities
Accounts Payable
August 2023
(Meeting Date: 9/18/2023)

Item 2.

NAME	AMOUNT	NAME	AMOUNT
Aramark	257.91	Nextera	611.43
Badger State Inspection	33,500.00	Northeast Technical Services	2,863.20
Blake Electric	1,156.00	NOS Automation	1,680.00
Cannon Technologies	7,845.76	Personnel Dynamics	1,456.72
Carquest	9.70	Pitney Bowes	2,274.96
City of Grand Rapids	11,268.60	Procise Solutions	8,881.25
Citon Corp, TLX Communications	75.00	Public Utilities	2,350.89
Coles	55.51	Quality Flow	5,002.00
Compass Minerals	4,377.84	Radtke, James	7,509.62
Cooperative Response Center	1,948.28	Rapids Printing	179.31
Core & Main	5,895.91	Rapids Radio	2,871.00
Dakota Supply Group	4,194.44	Rapids Welding	15.00
Davis Oil	3,747.42	Resco	697.00
Electric Pump	2,344.00	RMB Environmental Lab	2,100.04
Fastenal	1,702.88	Rob's Bobcat	11,400.00
Gopher State One Call	372.60	Sandstroms	930.89
Government Finance Officers	1,045.00	Sherwin Williams	307.45
Grainger	332.40	Stantec	927.25
Graybar	2,300.93	Sterle law Office	825.00
Hawk Construction	10,490.00	Stuart Irby	5,939.18
Hawkins	6,199.59	TNT Construction	4,967.00
Industrial Lubricant	62.00	Treasure Bay Printing	6,801.00
Innovative	123.72	UPS	194.94
Itasca County	1,789.83	Viking Electric	1,003.97
Jerry's Electric	29,065.00	Waste Management	1,261.97
Johnson, Killen & Seiler	896.90	WDIO	2,872.50
Kem-Group	4,800.00	WUSZ-FM	460.00
Lake Country Lawn & Snow	6,300.00	Xerox	127.84
League of MN Cities	5,538.00		
Macqueen Equipment	1,509.76	Energy Efficiency Rebate:	
McMaster-Carr	1,446.51	Wiley, Lisa	250.00
Metro Sales	971.72		
MN Department of Commerce	3,782.92		
MN Society of CPAs	225.00		
Minnesota Power	1,030,844.45		
		Total	1,263,236.99

August 2023 Check Register

Item 2.

Document Date	Check #	Vendor Name	Document Amount	
8/1/2023	4923	Northeast Service Cooperative	55,249.21	8/31/2023
8/1/2023	4924	Northeast Service Cooperative	3,874.00	8/31/2023
8/9/2023	4926	Wells Fargo Pcard	4,990.57	
8/1/2023	4927	WEX Health	227.58	8/31/2023
8/7/2023	4928	WEX Health	391.45	8/31/2023
8/14/2023	4929	Public Employees Retirement Association	16,081.82	8/14/2023
8/14/2023	4930	MN Department of Revenue	4,472.23	8/14/2023
8/14/2023	4931	Wells Fargo Bank	26,538.11	8/14/2023
8/14/2023	4932	Empower Retirement	8,085.02	8/14/2023
8/15/2023	4933	WEX Health	985.65	8/31/2023
8/16/2023	4934	MN Department of Revenue	88,636.00	8/31/2023
8/21/2023	4935	WEX Health	93.50	8/31/2023
8/28/2023	4936	WEX Health	985.65	8/31/2023
8/25/2023	4937	Public Employees Retirement Association	16,016.59	8/25/2023
8/25/2023	4938	MN Department of Revenue	4,459.36	8/25/2023
8/25/2023	4939	Wells Fargo Bank	26,396.54	8/25/2023
8/25/2023	4940	Empower Retirement	7,930.39	8/25/2023
8/17/2023	4941	Invoice Cloud	743.89	8/31/2023
8/3/2023	4942	Invoice Cloud	3,197.95	8/31/2023
8/3/2023	81856	MESERB	3,237.00	8/31/2023
8/4/2023	81857	Grand Rapids Newspapers	91.75	8/4/2023
8/4/2023	81858	First Net AT & T Mobility	321.07	8/4/2023
8/4/2023	81859	Verizon Wireless	1,567.01	8/4/2023
8/11/2023	81860	Waste Management of WI MN	1,190.20	8/11/2023
8/11/2023	81861	Mattson Steve	39.96	8/11/2023
8/11/2023	81864	MN Child Support Payment Center	391.32	8/11/2023
8/11/2023	81865	NCPERS Group Life Insurance	80.00	8/11/2023
8/16/2023	81866	Altec Capital Services, LLC	144,900.00	8/16/2023 *
8/21/2023	81934	Customer Refunds - Dish Wireless	263.35	8/31/2023
8/21/2023	81935	Customer Refunds - H. Unger	422.97	8/31/2023
8/21/2023	81936	Customer Refunds - Clear Valley	110.65	8/31/2023
8/21/2023	81937	Customer Refunds - A. Gustafson	109.73	8/31/2023
8/21/2023	81938	Customer Refunds - J. Anderson	71.39	8/31/2023
8/21/2023	81939	Customer Refunds - K. Garcia	101.88	8/31/2023
8/21/2023	81940	Customer Refunds - B. Quirk	847.16	8/31/2023
8/21/2023	81941	Customer Refunds - Service Master	379.50	8/31/2023
8/21/2023	81942	Customer Refunds - T. Kasper	250.95	8/31/2023
8/21/2023	81943	Customer Refunds - L. Hikaru	76.74	8/31/2023
8/21/2023	81944	Customer Refunds - K. Coupe	21.72	8/31/2023
8/21/2023	81945	Customer Refunds W. Lundberg	54.02	8/31/2023
8/21/2023	81946	Customer Refunds S. Carlson-Meidinger	121.05	8/31/2023
8/22/2023	81947	City of LaPrairie	18,629.04	8/31/2023
8/25/2023	81948	MN Child Support Payment Center	391.32	8/25/2023
8/25/2023	81949	MN Council 65	1,806.00	8/25/2023
8/25/2023	81950	BNSF Railway Company	2,000.00	8/25/2023

8/25/2023	81951	First Net AT & T Mobility	321.07	8/25/2023
8/25/2023	81952	MN Energy Resources Corporation	60.27	8/25/2023
8/25/2023	81953	UNUM Life Insurance Company of America	3,332.18	8/25/2023
8/25/2023	81954	US Bank Equipment Finance	315.73	8/25/2023
8/25/2023	81955	Verizon Wireless	1,089.15	8/25/2023
8/25/2023	81956	Xerox Corporation	125.21	8/25/2023
8/25/2023	81957	Customer Refunds - S. Johnson	70.45	8/31/2023
8/29/2023	81958	City of Grand Rapids	117.00	8/31/2023
8/29/2023	81959	City of Grand Rapids	71,430.11	8/31/2023
8/31/2023	81991	City of Grand Rapids	72,333.33	8/31/2023

Checks Previously Approved **	144,900.00
Manual Checks/EFT to be approved	451,125.79
Total Manual Checks	596,025.79



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 18, 2023

AGENDA ITEM: Consider a motion to approve the City Treasurer's Report for August 2023

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

Please see attached reports:

GRPUC Cash Receipts and Disbursements for the Month of August 2023 and Verification of City Treasurer's Balance

The City's Treasurer's Balance report has been completed each month in 2023, yet there are times when the GRPU Commission meeting falls before the report is completed which does not allow for presentation to the Commission. The September Commission meeting is late enough in the month for the report to be completed and presented.

RECOMMENDATION:

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

**CITY OF GRAND RAPIDS
PUBLIC UTILITIES COMMISSION
CASH RECEIPTS AND DISBURSEMENTS FOR THE MONTH OF AUGUST 2023**

TREASURER'S BALANCE JULY 31, 2023 \$ 3,190,503.33

Deposits	2,289,568.37	
Redeposits-Checks	-	
Redeposits-ACH	-	
Bank Adjustments	-	
		2,289,568.37

Less Disbursements	(2,201,459.69)	
NSF Checks	(1,060.85)	
ACH Returns	(4,126.26)	
Bank Adjustments	-	
		(2,206,646.80)

TREASURER'S BALANCE AUGUST 31, 2023 \$ 3,273,424.90

VERIFICATION OF TREASURER'S BALANCE

WELLS FARGO BANK BALANCE AUGUST 31, 2023 \$ 3,515,682.89

Add: Deposits in Transit		10,601.97
Less: Outstanding Checks		(252,859.96)
		(252,859.96)

TREASURER'S BALANCE AUGUST 31, 2023 \$ 3,273,424.90



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 18, 2023

AGENDA ITEM: Consider a motion to authorize the disposal of surplus computer and related accessories property.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

The items listed below in the photos are no longer of use to the utility and are considered surplus property. In accordance with MN Statutes and Rules, we would like to dispose of the items. The City IT team has reviewed all the surplus computer and related accessories property and deemed it non-usable to GRPU. The City IT team has also advised how to destroy and dispose of these items and all items are considered “junked” with no monetary value.

RECOMMENDATION:

Consider a motion to authorize the disposal of surplus computer and related accessory property.













GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: August 30, 2023

AGENDA ITEM: Consider a motion to adopt Resolutions 09-18-23-08 adopting the Revenue Policy, Resolution 09-18-23-09 adopting the Grant Policy, Resolution 09-18-23-10 adopting the Investment Policy, Resolution 09-18-23-11 adopting the Operating Reserve Policy, Resolution 09-18-23-12 adopting the Capital Improvement Plan Policy, and Resolution 09-18-23-13 adopting the Debt Management Policy.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

Six interconnected financial-related policies were reviewed by the GRPU Commission at the August 30, 2023 work session. GFOA best practices along with reviewing similar governments' policies were reviewed to draft each financial policy. During the work session, the following key points were reviewed:

Revenue Policy

- Inclusive of all revenues and seek diversification
- Utility services that benefit specific users shall establish user fees
- User fees designed to fully recover direct and indirect costs of providing those services
- Use cost-of-service rate studies to determine user rates
- Rural customers pay more than City of Grand Rapids taxpayer
- Review user fees on a regular basis
- User fees are sufficient to cover operating costs, meet debt obligations, provide funding for capital improvement, provide for adequate working capital & operation reserves, and set aside money in capital replacement sub-account.
- Non-recurring (one-time) revenues should not be used for continuing operations or to balance the budget
- Review new revenue sources for fairness, economic impact, and cost
- Seek available grants which support the strategic plan, capital improvement plan, or operations budget

Grant Policy

- Apply for grants that are consistent with the strategic plan, capital improvement plan, or annual operations budget
- Cost analysis to review probable current or future expenses (added language from work session)
- Attempt to recover all allowable direct and indirect costs
- Grants not used for more than one annual operating budget current ongoing operating expenses
- Reviewed for cash match requirements and impact on operating budget.
- Cash match source of funding identified prior to application
- All grant applications and awards ratified by GRPUC (awards language added from work session)

Investment Policy

- Used LMC template which reflects MN state statutes
- Objectives – safety of principal, liquidity, return on investment, public trust
- Specific investment instruments included and excluded
- Diversification - limiting to avoid over concentration in securities (with exceptions), limiting higher credit risks, vary maturities, appropriate liquidity is maintained
- Collateralization per state law
- Safekeeping of securities per state law
- Depositories per state law
- Management of investment policy include Business Services Manager, General Manager, and City Treasurer.

Operating Reserve Policy

- Establish accumulated reserve target of 50% for electric, water, wastewater collection (sanitary sewer and domestic treatment)
- Reserve target of 50% is accumulated and calculated on previous year's audited annual expenses
- Amounts over the 50% operations reserve target will be transferred to the respective Utility Asset Replacement Reserve sub account to support capital improvement plan
- Must maintain the accumulated reserve target of 50%, if fall below the reserve targets Business Services Manager will inform General Manager
- Plan will be presented to GRPUC for approval as part of the annual budget process
- Unusual and extraordinary expenses are excluded from operating expense calculation (language added from work session)

Capital Improvement Plan Policy

- Promote long-term strategic view of asset management

- Capital assets and infrastructure important legacies that serve current and future generations
- Multi-year Capital Improvement Plan – capital needs, funding options, operating budget impacts
- Capital Improvement Plan developed to ensure financial feasibility and proper stewardship of capital investments
- Comply with adopted financial related policies
- Part of the annual budget process and approved by GRPUC
- Each individual capital asset should be classified, cost determined at purchase or placed into service, predetermined useful life, and depreciated.

Revised Debt Management Policy

- Long-term capital improvements or purchases issued using debt
- Use short-term debt based on type of capital improvement or purchase
- Review outstanding debt for possible refunding opportunities
- Debt structured for the shortest period of time to allow for the fair allocation of costs to current and future beneficiaries or users of the asset
- Interfund borrowing may be considered for loans
- 1st try and use pay as you go funding before short or long-term debt
- Debt financing shall be considered after all non-debt sources of funds
- Debt not used to fund on-going operations
- Long-term debt connected to assets in the capital improvement plan

RECOMMENDATION:

Adopt a separate resolution for each of the updated or new financial policies and rescind all previous policies and resolutions related to GRPU cash reserve, investments, and debt management plans.

GRAND RAPIDS PUBLIC UTILITIES COMMISSION

RESOLUTION NO. 09-18-23-8

ADOPT REVENUE POLICY AND DELEGATE AUTHORITY

WHEREAS, the Grand Rapids Public Utilities Commission (GRPUC) has a philosophy to manage utility revenues in terms of diversifications and stabilization, equity, relationship to economic development, and collections; and

WHEREAS, GRPUC strives to maintain a revenue system that meets the GRPUC immediate and long-term service delivery needs; and

WHEREAS, services that benefit specific users, GRPUC shall establish and collect user fees to fully recover the costs of providing those services and cost-of-services rate studies to determine the appropriate cost recovery level in the establishment of fees; and

WHEREAS, utility rates shall be set at levels sufficient to recover operating expenses, meet debt obligations, provide funding for capital improvements, provide adequate levels of operating reserves, and deposit money into individual utility capital replacement accounts;

WHEREAS, the GRPUC has reviewed and discussed the Revenue Policy at the August 30, 2023 work session;

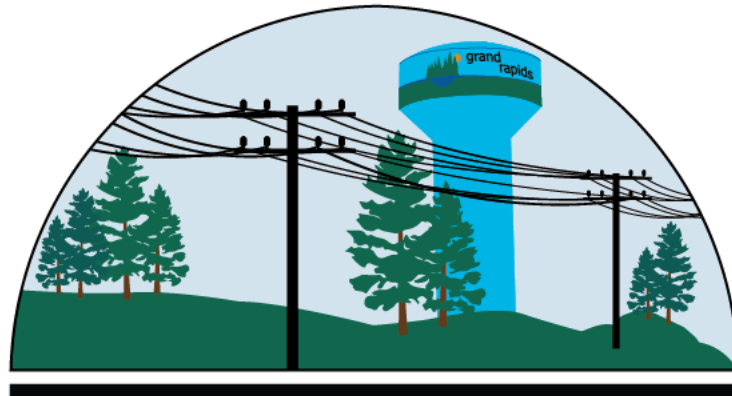
NOW, THEREFORE BE IT RESOLVED THAT the Grand Rapids Public Utilities Commission has reviewed and adopts the Revenue Policy and rescinds any and all previous revenue resolutions and policies.

Adopted this 18th day of September 18, 2023.

GRPUC President

Witness:

GRPUC



GRAND RAPIDS PUBLIC UTILITIES

Service is Our Nature

Revenue Policy

**GRAND RAPIDS PUBLIC UTILITIES
COMMISSION**

August 2023

Grand Rapids Public Utilities Commission (GRPUC) Revenue Policy

A. Introduction

Sufficient and stable revenues are needed to consistently produce the services provided by GRPUC. Revenue policy establishes standards and guidelines that support efficient and fair revenue streams.

GRPUC will manage revenues in terms of diversification and stabilization, equity, relation to economic development, and collections.

B. Policy Statement

GRPUC strives to maintain a revenue system that meets the GRPUC immediate and long-term service delivery needs. This revenue policy shall be inclusive of all revenue sources of the GRPUC.

For services that benefit specific users, GRPUC shall establish and collect user fees to fully recover the costs of providing those services and cost of service rate studies to determine the appropriate cost recovery level in the established fees.

Rural customers shall pay the full cost charge determined in the cost of service rate studies and this rate is higher than a residential, commercial, or industrial property taxpayer within the City of Grand Rapids corporate limits.

GRPUC shall seek to recover full direct and indirect costs. User fees shall be reviewed on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.

Utility rates shall be set at levels sufficient to recover operating expenses, meet debt obligations, provide funding for capital improvements, provide adequate levels of working capital and operations reserves, and deposit money in a capital replacement sub-account.

Non-recurring (one-time) revenues should not be used on a continual basis for operations or to balance the budget. One-time revenues shall be applied only towards one-time expenses, including capital purchases or projects.

New revenue sources will be evaluated in terms of their fairness, economic impact, and cost.

GRPUC will seek available grants that support the GRPUC strategic plan, Capital Improvement Plan, or annual operations budget.

C. Authorization

The General Manager (GM) is responsible for the management of the Revenue Policy. The GM can delegate detailed management activities/tasks to the utility managers.

D. Definitions

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying out specific activities or attaining certain objectives.

Non-Recurring Revenues – Revenues that are one-time in nature causing a spike in revenues.

User Fees – A revenue or charge for services assessed to recover all or a portion of the cost of providing the services rendered.

Rural – customers geographically outside the City of Grand Rapids corporate boundaries.

 GRPUC President

 Date

 GRPUC Member

 Date

Adopted Date: _____ (Resolution 09-18-23-8)

Revised Date:

GRAND RAPIDS PUBLIC UTILITIES COMMISSION

RESOLUTION NO. 09-18-23-09

ADOPT GRANT POLICY AND DELEGATE AUTHORITY

WHEREAS, the Grand Rapids Public Utilities Commission (GRPUC) philosophy is to strive to maintain a diversified revenue system that meets the GRPUC's immediate and long-term service delivery needs; and

WHEREAS, GRPUC will actively seek and apply for grants; and

WHEREAS, grants should be part of the overall funding options of projects or purchases in the GRPUC Capital Improvement Plan or annual operating budget; and

WHEREAS, the GRPUC has reviewed and discussed the Grant Policy at the August 30, 2023 work session;

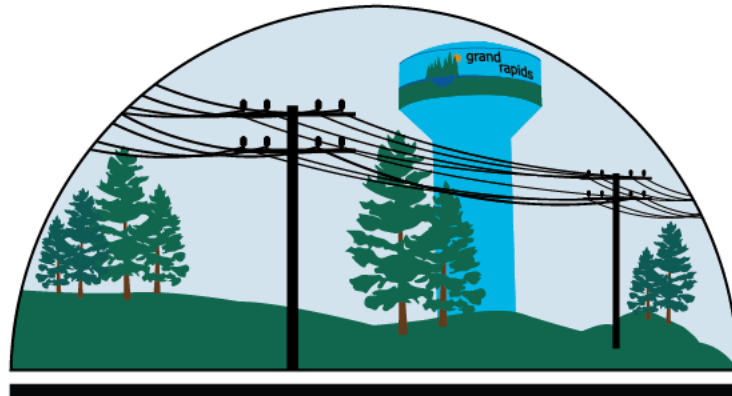
NOW, THEREFORE BE IT RESOLVED THAT the Grand Rapids Public Utilities Commission has reviewed and adopts the Grant Policy and rescinds any and all previous grant resolutions and policies.

Adopted this 18th day of September 18, 2023.

GRPUC President

Witness:

GRPUC Member



GRAND RAPIDS PUBLIC UTILITIES

Service is Our Nature

Grant Policy

**GRAND RAPIDS PUBLIC UTILITIES
COMMISSION**

August 2023

Grand Rapids Public Utilities Commission (GRPUC) Grant Policy

A. Introduction

GRPUC will strive to maintain a diversified revenue system that meets GRPUC's immediate and long-term service delivery needs. This Grant Policy guides the GRPUC to actively seek and apply for grants. Grants should be part of the overall funding options of projects or purchases in the GRPUC Capital Improvement Plan or annual operating budget.

B. Policy Statement

The GRPUC shall apply for grants that are consistent with the strategic plan, Capital Improvement Plan, or annual operations budget. The potential for incurring ongoing costs will be considered prior to applying for a grant. All probable current and future costs should be analyzed and considered before applying for a grant.

The GRPUC shall attempt to recover all allowable direct and indirect costs associated with the administration and implementation of projects or purchases funded through grants. Grants shall not be used for more than one annual operating budget for current ongoing operating expenses. All grant submittals shall be reviewed for their cash match requirements and their potential impact on the operating budget. If there is a cash match requirement, the source of funding shall be identified prior to application.

All grant applications and awards should be ratified by the GRPUC.

C. Authorization

The General Manager (GM) is responsible for the seeking, preparation, applying, monitoring, and oversight of grants. The GM can delegate responsibilities to utility managers.

 President

 Date

 Secretary

 Date

Adopted Date: _____ Resolution (09-18-23-9)

Revised Date:

GRAND RAPIDS PUBLIC UTILITIES COMMISSION

RESOLUTION NO. 09-18-23-10

ADOPT INVESTMENT POLICY AND DELEGATE
AUTHORITY

WHEREAS, the Grand Rapids Public Utilities Commission (GRPUC) has a philosophy to manage investments for the safety of principal, liquidity, return on investments, and maintaining the public trust; and

WHEREAS, GRPUC may invest in any type of security allowed by Minnesota Statutes as may be amended from time to time; and

WHEREAS, investments shall be diversified; and

WHEREAS, GRPUC requires time deposits in excess of FDIC insurable limits to be secured by collateral or private insurance to protect public deposits in a single financial institution; and

WHEREAS, GRPUC requires third-party safekeeping for all securities and commercial paper;

WHEREAS, the GRPUC has reviewed and discussed the Investment Policy at the August 30, 2023 work session;

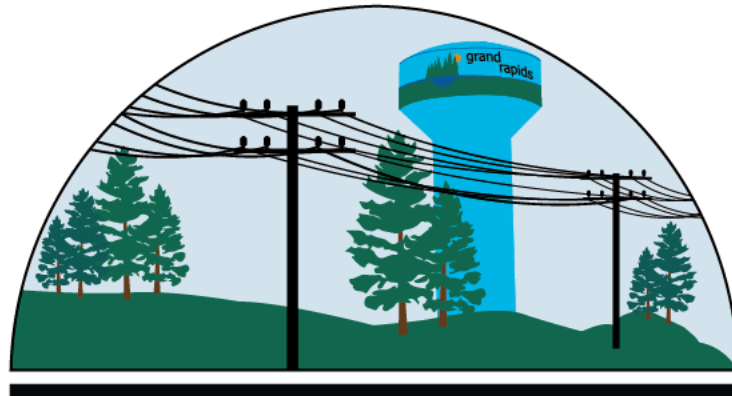
NOW, THEREFORE BE IT RESOLVED THAT the Grand Rapids Public Utilities Commission has reviewed and adopts the Investment Policy and rescinds any and all previous investment resolutions and policies.

Adopted this 18th day of September 18, 2023.

GRPUC President

Witness:

GRPUC



GRAND RAPIDS PUBLIC UTILITIES

Service is Our Nature

Investment Policy

**GRAND RAPIDS PUBLIC UTILITIES
COMMISSION**

August 2023

Grand Rapids Public Utilities Commission (GRPUC)

Investment Policy

A. Scope

This investment policy applies to all funds of the GRPUC. These funds are accounted for in the GRPUC's annual financial report and include all current funds and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the standards of the "prudent person rule."

B. Objectives

1. Safety of principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of the principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The GRPUC's investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, considering the risk constraints, the cash flow characteristics of the portfolio, and legal restrictions for return on investments.
4. Maintaining the public's trust - The GRPUC team members who are responsible for investments shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the GRPUC, the Council or the Treasurer.

C. Investment Instruments

The GRPUC may invest in any type of security allowed by Minnesota Statutes as may be amended from time to time. The GRPUC has chosen to limit its allowable investments to those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued by the United States of America, its agencies, and allowable instrumentalities;
2. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits, or any other investments constituting direct obligations of any bank;

3. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the \$250,000 provided by the Federal Deposit Insurance Corporation coverage limit;
4. Collateralized repurchase agreements which conform to the requirements stated in 118A.05 sub. 2 of the statutes;
5. Investments may be made only in those savings banks, savings and loan associations the shares, or credit unions investment certificates of which are insured by the Federal Deposit Insurance Corporation.
6. Investments may be made in State and local securities in the following:
 - a) any security that is a general obligation of any state or local government with taxing powers that is rated "A" or better by a national bond rating service;
 - b) any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service;
 - c) a general obligation of the Minnesota Housing Finance Agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency; and
 - d) any security that is an obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to section [126C.55](#).
7. Investment products that are considered derivatives are specifically excluded from approved investments.

D. Diversification

Investments shall be diversified by:

1. Limiting investments to avoid over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and Certificates of Deposits).
2. Limiting investment in securities that have higher credit risks.
3. Investing in securities with varying maturities.
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds, or overnight repurchase

agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

E. Collateralization

1. It is the policy of the GRPUC to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any investment instruments acceptable under 118A.03. The collateral must be placed in safekeeping at or before the time the GRPUC buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
3. Safekeeping of Collateral
 - a) Third-party safekeeping is required for all collateral. To accomplish this, the securities must be held at one or more of the following locations:
 - 1) at a Federal Reserve Bank or its branch office;
 - 2) at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
 - 3) by an escrow agent of the pledging institution; or
 - 4) by the trust department of the issuing bank
 - b) Safekeeping will be documented by an approved written agreement between the GRPUC and the governing counsel of the bank that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
 - c) Substitution or exchange of securities held in safekeeping for the GRPUC can be approved exclusively by the Business Services Manager or General Manager, and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

F. Safekeeping of Securities

1. Third-party safekeeping is required for all securities and commercial paper. To accomplish this, the securities must be held only at the following locations:
 - a) at a Federal Reserve Bank or its branch office;

- b) at another custodial facility, which shall be a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved; or
 - c) in an insured account at a primary reporting dealer
2. Safekeeping will be documented by an approved written agreement between the GRPUC and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement.
 3. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

G. Qualified Financial Institutions and Intermediaries

1. Depositories - Demand Deposits

- a) Any financial institution selected by the GRPUC shall provide normal banking services, including, but not limited to: checking accounts, wire transfers, and safekeeping services.
- b) The GRPUC will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the GRPUC will not maintain funds in any institution that does not first agree to post required collateral for funds or purchase private insurance in excess of FDIC insurable limits and in amounts acceptable to the GRPUC.
- c) To qualify as a depository, a financial institution must furnish the Business Services Manager or General Manager with copies of the latest two statements of condition which it is required to furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Business Services Manager or General Manager within 45 days of the end of each quarter.
- d) Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Business Services Manager or General Manager on an annual basis. Fees for services shall be substantiated by a monthly account analysis.
- e) All financial institutions acting as a depository for the GRPUC must enter into a "Depository Agreement."

2. Banks, Credit Unions, and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the GRPUC's competitive certificate of deposit purchase program must:

- a) provide wire transfer and certificate of deposit safekeeping services;
- b) be a member of the FDIC system and be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits and in amounts required by the GRPUC; and
- c) meet at all times the financial criteria as established in the investment procedures of the GRPUC.

3. Intermediaries

Any financial intermediary selected to be eligible for the GRPUC's competitive investment program must:

- a) provide wire transfer and deposit safekeeping services;
- b) be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Council, etc.;
- c) provide an annual audit upon request;
- d) maintain an office within the State of Minnesota and be licensed to conduct business in this State; and
- e) be familiar with the GRPUC's policy and accept financial responsibility for any investment not appropriate according to the policy.

H. Authority and Management of Program

1. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required under this procedure:
 - a) Business Services Manager
 - b) General Manager
 - c) City Treasurer

These documents include: Wire Transfer Agreement, Depository Agreement, Safekeeping Agreement, and Custody Agreement

2. Management responsibility for the investment program is hereby delegated to the Business Services Manager or General Manager.

President

Date

Secretary

Date

Adopted Date: _____ (Resolution 09-18-23-10)

Revised Date:

GRAND RAPIDS PUBLIC UTILITIES COMMISSION

RESOLUTION NO. 09-18-23-11

ADOPT OPERATING RESERVE POLICY AND DELEGATE
AUTHORITY

WHEREAS, the Grand Rapids Public Utilities Commission (GRPUC) has a philosophy to maintain accumulated utility operating reserves for electric water, and wastewater collection (sanity sewer and domestic treatment); and

WHEREAS, GRPUC has established a reasonable accumulated reserve target in order to cover the financial needs of the utilities and mitigate impacts to ratepayers; and

WHEREAS, the target is that the accumulated operating reserves will be maintained at a constant percentage of the previous year's audited annual expenses to ensure that the reserves grow over time in proportion to the infrastructure growth in the GRPUC service territory; and

WHEREAS, the GRPUC has reviewed and discussed the Operating Reserve Policy at the August 30, 2023 work session;

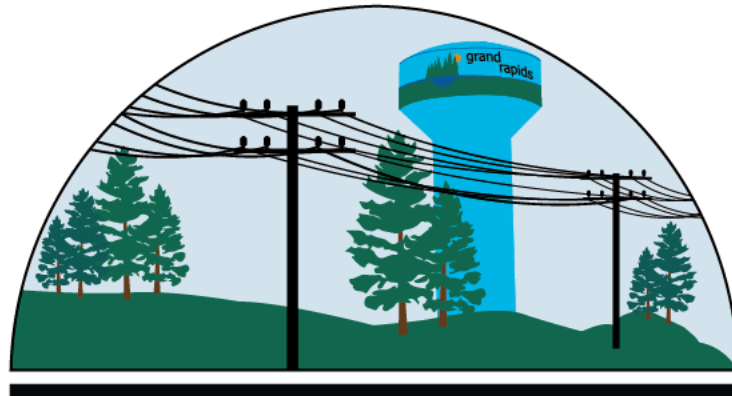
NOW, THEREFORE BE IT RESOLVED THAT the Grand Rapids Public Utilities Commission has reviewed and adopts the Operating Reserve Policy and rescinds any and all previous operating reserve resolutions and policies.

Adopted this 18th day of September 18, 2023.

GRPUC President

Witness:

GRPUC



GRAND RAPIDS PUBLIC UTILITIES

Service is Our Nature

Operating Reserve Policy

**GRAND RAPIDS PUBLIC UTILITIES
COMMISSION**

August 2023

Grand Rapids Public Utilities Commission (GRPUC) Operating Reserve Policy

A. Scope

The GRPU maintains accumulated Utility Operating Reserves for the Electric, Water, and Wastewater Collection (Sanity Sewer and domestic treatment) in order to effectively manage rate fluctuations, operating contingencies, working capital, and operating financing.

B. Policy Statement

The GRPUC has established a reasonable accumulated reserve target in order to cover the financial needs of the utilities and mitigate impacts on ratepayers. The target is that accumulated Operating Reserves will be maintained at a constant percentage (50%) of the previous year's audited annual expenses to ensure that the reserves grow over time in proportion to the infrastructure growth in the GRPUC service territory.

From time to time, unplanned surpluses may be generated in a given year and the accumulated Operating Reserve may exceed the targeted maximum. Should this occur, any amount over the threshold (50% of the previous year's audited annual expenses) will be transferred to the respective Utilities Asset Replacement Reserve subaccount to support that Utility's capital program.

C. Objectives

The purpose of this policy is to ensure that the accumulated Utility Funds' Operating Surplus is maintained at an adequate level to provide for rate stabilization, operating contingencies, working capital, and operating financing and that any unplanned surplus above the target threshold will be transferred to the respective Utility Asset Replacement Reserve sub-account to address ongoing asset management needs.

A reserve provides protection from risk. GRPUC faces risks such as revenue shortfalls during recessions and losses from extreme events like natural disasters, required actions of the State of Minnesota in severe weather, or a disruption in the power supply or production of a utility service. Reserves help make sure that GRPUC can respond quickly and decisively to extreme events. Reserves also support vital public services during revenue declines.

D. Definitions

Operating Reserve – Current Assets (cash, investments, due from City, interest receivable, accounts receivable, lease receivable) less Current Liabilities (accounts payable, due to other governments, due to the City of Grand Rapids, sales tax payable, accrued payroll).

Operating Expenses – Total operating expenses less depreciation and amortization. Excluding the operating expenses for non-domestic wastewater treatment. Exclude any unusual or extraordinary expenses.

E. Principles - Size of Reserve

1. The GRPUC's goal is to maintain the accumulated Utilities' Operating Reserve at a constant percentage (50%) of the previous year's annual audited expenses. The 50% reserve target represents approximately six months of average operating expenses which ensures adequate contingency for all reasonable unanticipated expenses.
2. Any unplanned surplus earned in a given year will be transferred to an accumulated Utilities Asset Replacement Reserve sub-account to support the GRPUC's capital program. Electric, Water, and Wastewater Collection (Sanity Sewer & domestic treatment) each shall have a separate Utilities Asset Replacement Reserve subaccount.

GRPUC's Business Services Department will conduct long-range forecasting to decide if GRPUC is likely to stay within the established reserve goal. If the goal reserve amount is not kept during the forecast period, the Business Services Manager will inform the General Manager. The General Manager will propose a plan for the replacement of the reserves.

GRPUC will review and approve the plan as part of the annual budget process. Grand Rapids Public Utilities will try to replace the reserves within a one-budget cycle if that is practical.

If the reserve is exceeded during the forecast period, then the respective Utilities Asset Replacement Reserve sub-account will continue to grow with no maximum amount.

F. Authority

The General Manager, with the support of the GRPUC's managers, is responsible for maintaining the accumulated Utilities' Operating Reserve at the level determined in this policy.

The General Manager has been authorized by the GRPUC to use the reserves for purposes consistent with this policy.

President

Date

Secretary

Date

Adopted Date: _____ (Resolution 09-18-23-11)

Revised Date:

GRAND RAPIDS PUBLIC UTILITIES COMMISSION

RESOLUTION NO. 09-18-23-12

ADOPT CAPITAL IMPROVEMENT PLAN POLICY AND
DELEGATE AUTHORITY

WHEREAS, the Grand Rapids Public Utilities Commission (GRPUC) has a philosophy to develop a capital improvement plan (CIP) to protect and grow the GRPUC's significant financial investment in infrastructure, public facilities, technology infrastructure, and other capital assets and improvements; and

WHEREAS, the CIP applies to the electric, water, and wastewater (sanitary sewer and domestic treatment); and

WHEREAS, the CIP helps to ensure the effective allocation of financial resources to promote a long-term strategic view of asset management; and

WHEREAS, the CIP is based on an understanding of operational maintenance requirements, functional considerations, the renewal/replacement and decommissioning of assets, and which forms the basis of annual budget estimates; and

WHEREAS, capital assets and infrastructure are important legacies that serve current and future generations; and

WHEREAS, a sound multi-year CIP clearly identifies capital needs, funding options, and operating budget impacts; and

WHEREAS, the GRPUC has reviewed and discussed the Capital Improvement Plan Policy at the August 30, 2023 work session;

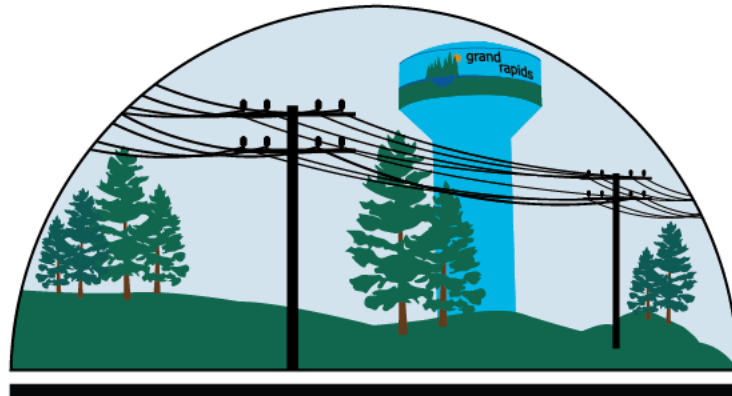
NOW, THEREFORE BE IT RESOLVED THAT the Grand Rapids Public Utilities Commission has reviewed and adopts the Capital Improvement Plan Policy and rescinds any and all previous Capital Improvement Plan resolutions and policies.

Adopted this 18th day of September 18, 2023.

GRPUC President

Witness:

GRPUC Member



GRAND RAPIDS PUBLIC UTILITIES

Service is Our Nature

Capital Improvement Plan Policy

**GRAND RAPIDS PUBLIC UTILITIES
COMMISSION**

August 2023

Grand Rapids Public Utilities Commission (GRPUC) Capital Improvement Plan (CIP) Policy

A. Introduction

This Capital Improvement Plan Policy guides the creation and annual update of the GRPUC's Capital Improvement Plan (CIP) to protect and grow the GRPUC's significant financial investment in infrastructure, public facilities, technology infrastructure, and other capital assets and improvements.

This CIP Policy applies to the electric, water, and wastewater (sanitary sewer and domestic treatment) utilities.

This policy is intended to assist management in complying with capital asset financial reporting required by GAAP.

B. Policy Statement

This CIP Policy helps to ensure the effective allocation of financial resources to promote a long-term strategic view of asset management which is based on an understanding of operational maintenance requirements, functional considerations, the renewal/replacement and decommissioning of assets, and which forms the basis of annual budget estimates.

Planning for capital maintenance and improvements is prudent financial management and an important complement to the GRPUC's Strategic Plan, adopted cost-of-services studies, feasibility reports, and Economic Development Program.

Capital assets and infrastructure are important legacies that serve current and future generations. A sound multi-year CIP that clearly identifies capital needs, funding options, and operating budget impacts is necessary to adequately address current and short and long-term needs.

The CIP should be developed to ensure its financial feasibility and proper stewardship of these capital investments and comply with all adopted financial-related policies.

The CIP will be part of the annual budget process and a final annual CIP will be presented to and approved by the GRPUC.

Each individual capital asset should be classified, have a cost value of the capitalization threshold at the time of purchase or placement into service, follow the established predetermined useful life, and be depreciated using an approved depreciation method.

Utility rates shall be set at levels sufficient to recover operating expenses, meet debt obligations, provide funding for capital improvements, provide adequate levels of working capital and operations reserves, and deposit money in a capital replacement sub-account.

C. Authorization

The General Manager (GM) is responsible for the preparation, monitoring, and oversight of the CIP. The GM can delegate the detailed preparation and monitoring to utility managers.

D. Definitions

Capital Assets – Assets of at least \$5,000 in value and having a useful life beyond one year.

Capital Improvement Plan (CIP) – A multi-year financial plan containing proposed construction of physical assets such as infrastructure, buildings, vehicles, and equipment, as well as Capital Assets such as information technology systems.

 GRPUC President

 Date

 GRPUC Member

 Date

Adopted Date: _____ (Resolution 09-18-23-12)

Revised Date:

GRAND RAPIDS PUBLIC UTILITIES COMMISSION

RESOLUTION NO. 09-18-23-13

ADOPT DEBT MANAGEMENT POLICY AND DELEGATE
AUTHORITY

WHEREAS, the Grand Rapids Public Utilities Commission (GRPUC) has a philosophy to keep its capital facilities and infrastructure in good condition; and

WHEREAS, GRPUC will make every effort to set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal; and

WHEREAS, a sound debt management program integrates pay-as-you-go project financing with projects financed through the issuance of short-term or long-term debt; and

WHEREAS, the GRPUC capital improvement program utilizes this combined approach to fund the GRPUC capital projects, and

WHEREAS, the Debt Management Policy authorizes the GRPUC to use short-term borrowing Corporate Purchasing Cards or Corporate Credit Cards for micro and small purchases of goods and services per the Procurement Policy and the entire balance of the credit statement will be paid monthly; and

WHEREAS, the GRPUC has reviewed and discussed the Debt Management Policy at the August 30, 2023 work session;

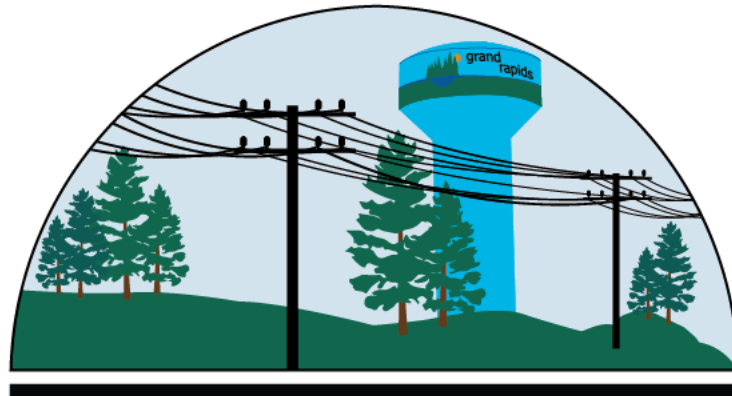
NOW, THEREFORE BE IT RESOLVED THAT the Grand Rapids Public Utilities Commission has reviewed and adopts the Debt Management Policy and authorizes the use of Corporate Purchasing Cards or Corporate Credit Cards per the Procurement Policy and rescinds any and all previous debt management resolutions and policies.

Adopted this 18th day of September 18, 2023.

GRPUC President

Witness:

GRPUC Member



GRAND RAPIDS PUBLIC UTILITIES

Service is Our Nature

Debt Management Policy

**GRAND RAPIDS PUBLIC UTILITIES
COMMISSION**

August 2023

Grand Rapids Public Utilities Commission (GRPUC) Debt Management Policy

A. Introduction

This Debt Management Policy is intended to provide clear guidelines and a framework for defining when the Grand Rapids Public Utilities Commission (GRPUC) has the ability to finance debt. Debt will be considered when the projects to be funded are essential to achieve strategic goals and result in significant, short or long-term benefits to the ratepayers of the GRPUC. It is the GRPUC's intent to recognize intergenerational equity as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the costs of the asset.

B. Policy Statement

Financing long-term capital improvements or purchasing major pieces of equipment often requires the issuance of debt. Short-term debt may be issued when determined appropriate based on the type of capital improvement or purchase.

Periodic reviews of all outstanding debt shall be performed to determine refunding opportunities. Debt shall generally be structured for the shortest period of time to allow for the fair allocation of costs to current and future beneficiaries or users of the asset. Interfund Borrowing may be considered for loans for capital improvements for purchases.

The GRPUC will first attempt to utilize "pay-as-you-go" capital financing before using short-term or long-term debt. Debt financing shall be considered after all non-debt sources of funds (e.g. cash, grants, loans, etc.) have been considered.

Use of debt financing for a capital project or purchase must be part of the capital improvement plan, which maintains appropriate capital assets for present and future needs; and/or long-term financing or budget plan approved by the GRPUC in furtherance of the strategic plan.

Long-term debt shall not be used to fund ongoing operations since this would shift the burden for funding current services to future taxpayers. In special circumstances, the GRPUC may approve a borrowing or debt to eliminate an operating deficit as part of a corrective action plan to address a structural budget deficit.

C. Authorization

The General Manager (GM) shall consider and present the benefits and costs of funding GRPU operations and capital with financing options such as pay-as-you-go, short-term debt, inter-fund loans, and long-term debt. The General Manager has the authority to use debt financing to fund operations goods or services and capital projects or assets per Minnesota State Statues, authorized by the GRPUC, identified in this debt policy. The GRPUC will

approve the issuance of debt and request the Grand Rapids City Council to issue the debt and use of General Obligation bonds, if appropriate.

President

Date

Secretary

Date

Adopted Date: July 14, 2021 (Resolution 07-14-21-5)

Revised Date: _____ (Resolution 09-18-23-13)



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 18, 2023

AGENDA ITEM: Consider a motion to ratify the procurement contract with Electric Pump for labor and parts for the spare domestic lift station pump for \$19,118.50.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement will go towards the approved Water Wastewater Rebuild Domestic Screen capital project with a budget of \$150,000. \$116,250 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 Electric Pump for labor and parts for the spare domestic lift station pump for \$19,118.50.

Capital Plan

2023 *thru* 2027

Item 6.

Grand Rapids Public Utilities Commission

Project # WWDO1801
Project Name Rebuild Domestic Screen

Department 4a-WWT Domestic
Contact Steve Mattson
Type Unassigned
Useful Life 20
Category Equipment
Priority 02 - Significant Need
Status Active

Total Project Cost: \$150,000

Description

The Parkson Domestic Screen is used to separate coarse solids from the incoming waste water prior to being pumped up the secondary plant. The screen has been in service for a couple decades and is showing signs of significant wear.

Justification

The current screen is reaching the end of its useful life and is in need of major repairs. To ensure good screening of domestic waste for the foreseeable future, it needs to be overhauled.

Expenditures	2023	2024	2025	2026	2027	Total
Purchases	150,000					150,000
Total	150,000					150,000

Funding Sources	2023	2024	2025	2026	2027	Total
Rplcmt Fund-WWC Infrastructure	150,000					150,000
Total	150,000					150,000

Budget Impact/Other

Budget Items	2023	2024	2025	2026	2027	Total
Capital Projects	150,000					150,000
Total	150,000					150,000



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 18, 2023

AGENDA ITEM: Consider a motion to ratify the procurement contract with Novaspect for a valve for the water plant for \$10,507.99.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved Water Wastewater capital project with a budget of \$20,000. \$0 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 valve for the water plant for \$10,507.99.

Capital Plan

2023 *thru* 2027

Item 7.

Grand Rapids Public Utilities Commission

Project # WATR2304
Project Name WTP Valve Updates

Department 2-Water
Contact Steve Mattson
Type Unassigned
Useful Life 20
Category Water System
Priority 02 - Significant Need
Status Active

Total Project Cost: \$100,000

Description

The WTP is full of valves for every unit operation within it. The majority of these valves have been in place since the WTP was started 33 years ago.

Justification

WTP Valves have reached the end of their useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Purchases	18,000	18,000	18,000	18,000	18,000	90,000
Labor	2,000	2,000	2,000	2,000	2,000	10,000
Total	20,000	20,000	20,000	20,000	20,000	100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Rplcmt Fund-Water Infrastructure	20,000	20,000	20,000	20,000	20,000	100,000
Total	20,000	20,000	20,000	20,000	20,000	100,000

Budget Impact/Other

Budget Items	2023	2024	2025	2026	2027	Total
Capital Projects	20,000	20,000	20,000	20,000	20,000	100,000
Total	20,000	20,000	20,000	20,000	20,000	100,000



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 18, 2023

AGENDA ITEM: Consider a motion to ratify the procurement contract with Visu-Sewer for a repair to a manhole near lift station 6 for \$5,520.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved Water Wastewater capital project with a budget of \$35,000. \$0 has been spent to date.

The GRPUC Procurement Policy was followed.

RECOMMENDATION:

Consider a motion to ratify the procurement contract with Visu-Sewer for a repair to a manhole near lift station 6 for \$5,520.

Capital Plan

2023 *thru* 2027

Item 8.

Grand Rapids Public Utilities Commission

Department 3-Wastewater Collection

Contact Steve Mattson

Type Unassigned

Useful Life 20

Category WW System

Priority 01 - Required

Status Active

Total Project Cost: \$35,000

Project # WWCO2307

Project Name Lift Station 6 I/I Repairs

Description

The high water table in the vicinity of lift station 6 provides easy access into the collection system via any cracks, suspect connections or suspect service lines. This provides unnecessary inflow into the collection system and also causes the pump to run more than necessary. Sanitary sewer near Lift station 6 needs major repairs.

Justification

Improving the connections in the area will significantly reduce if not eliminate the extra water flow into the collection system.

Expenditures	2023	2024	2025	2026	2027	Total
Purchases	35,000					35,000
Total	35,000					35,000

Funding Sources	2023	2024	2025	2026	2027	Total
Rplcmt Fund-WWC Infrastructure	35,000					35,000
Total	35,000					35,000

Budget Impact/Other

Budget Items	2023	2024	2025	2026	2027	Total
Capital Projects	35,000					35,000
Total	35,000					35,000



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 18, 2023

AGENDA ITEM: Consider a motion to ratify the procurement contract with Power Process for Moyno pump parts for the primary plant sludge pump 2B for \$18,574.24.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved Water Wastewater capital project with a budget of \$28,000. \$0 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 Power Process for Moyno pump parts for the primary plant sludge pump 2B for \$18,574.24.

Capital Plan

2023 *thru* 2027

Item 9.

Grand Rapids Public Utilities Commission

Project # WWPP2303
Project Name Primary Plant Sludge Pumps

Department 4c-WWT Primary Plant
Contact Steve Mattson
Type Unassigned
Useful Life 10
Category WW System
Priority 02 - Significant Need
Status Active

Total Project Cost: \$140,000

Description

The primary plant is over ten years old and the pumps are starting to reach the end of their useful lives. The sludge pumps are critical for the WW operation.

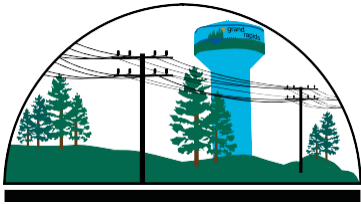
Justification

The pumps are at a point that they need to be rebuilt in order to continue to run the WW plant.

Expenditures	2023	2024	2025	2026	2027	Total
Purchases	28,000	28,000	28,000	28,000	28,000	140,000
Total	28,000	28,000	28,000	28,000	28,000	140,000

Funding Sources	2023	2024	2025	2026	2027	Total
Customer Contributions-UPM	28,000	28,000	28,000	28,000	28,000	140,000
Total	28,000	28,000	28,000	28,000	28,000	140,000

Budget Impact/Other



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SAFETY REPORT September 2023 Commission Meeting

Safety Topic Last Month

Safety Brad conducted training on confined space requirements for all field workers on August 16.

Safety Topic This Month

Safety Brad will be training on lock out, tag out procedures for all field employees on September 21.

Incidents Reported last Month by Department

Administration: None

Electric: None

Business Services: None

Water-Wastewater: None

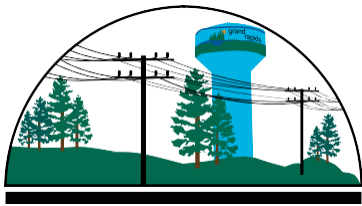
Cumulative Incidents for 2023

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



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ADMINISTRATION DEPARTMENT MONTHLY REPORT September 2023 Commission Meeting

Human Resources

- Employee input process (PDQ) for the Classification/Compensation Study with Gallagher.
- Information Systems (IS) Department development, action request anticipated at the Oct 11 meeting.
- Development of HR employee electronic records system
- Effective September 20, Andy Glusica is no longer with GRPU.
- Doug Tryboevich passed the Master Electrician license test, action request at the Oct 11 meeting.

Community Involvement

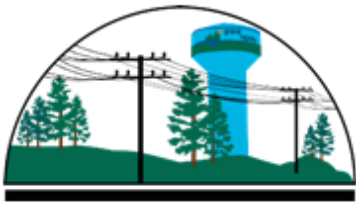
- GRPU staff assisted in preparations for the Riverfest event.

Strategic Planning

- Engagement survey analysis, preparation for planning session meetings
- Tues, Sept 26 – 1 to 5 PM - Strategic Planning Session #1 – Best Western, Grand Rapids
- Wed, Sept 27 – 8:30 to 12:30 PM - Strategic Planning Session #2 – Best Western, Grand Rapids

Governance

- Wed, Sept 26 – 5 to 7 PM – MMUA Regional Commissioners Workshop – GRPU Conf Room (attachment)
- Tue, Oct 10 – 4 to 7 PM - joint Council/Commission work session – meet at GRPU then bus tour



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BUSINESS SERVICES DEPARTMENT MONTHLY REPORT August 2023 Commission Meeting

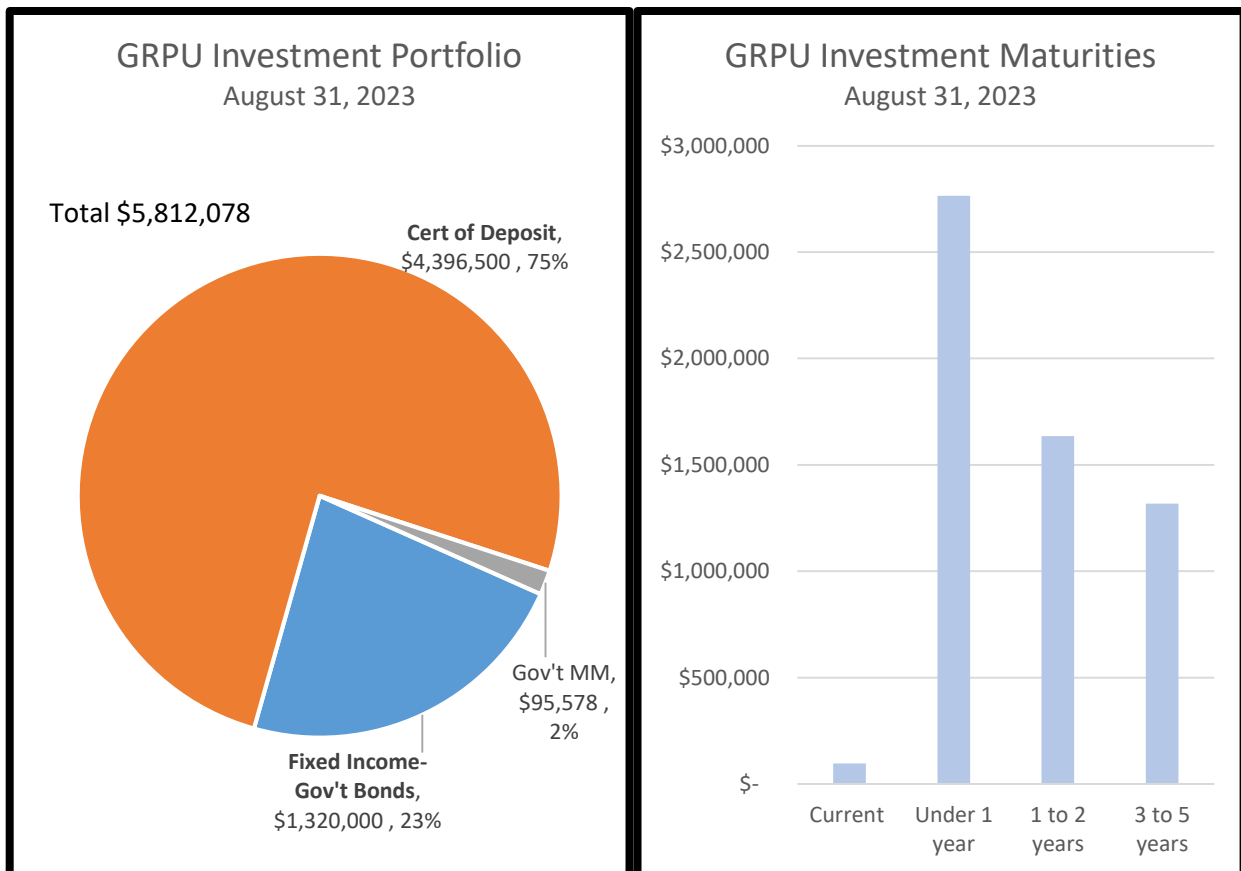
SAFETY

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 \$5,812,078 as of August 31, 2023.

SAFETY OF ASSETS – INVESTMENTS



CUSTOMER SERVICE – CUSTOMER-FOCUSED COMMUNICATION CAMPAIGNS

September 2023 focused communications – Cold Weather Rule

Click on any of the following links to review online documents regarding the Cold Weather Rule:

- [GRPU Facebook](#) posts with links to the GRPU website
- [GRPU Annual Notice to Customers](#)
- [GRPU Application for Winter Disconnect Protection](#)
- [Minnesota Statute 216B.097](#)

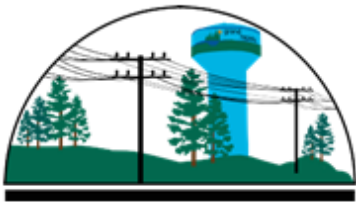
RELIABILITY – UPDATE ON NEW ENTERPRISE RESOURCES PLANNING SOFTWARE

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:

- Upon satisfactory responses from SpryPoint, the steering/strategy team recommended to start negotiating a contract with SpryPoint for utility billing and related software.
- Financial software platform - the steering/strategy team decided to go into the market for a request for qualifications to a limited target group of possible financial software vendors.
- Change in lead team members – Candy Carsella-Kee will lead software implementation and the GFOA will negotiate the software contracts for both the City and GRPU.



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ELECTRIC DEPARTMENT MONTHLY REPORT Sept 2023 Commission Meeting

Reliability Report Last Month

Overall a pretty good month. We had a map/locating issue that is now corrected.



Electric Reliability Report

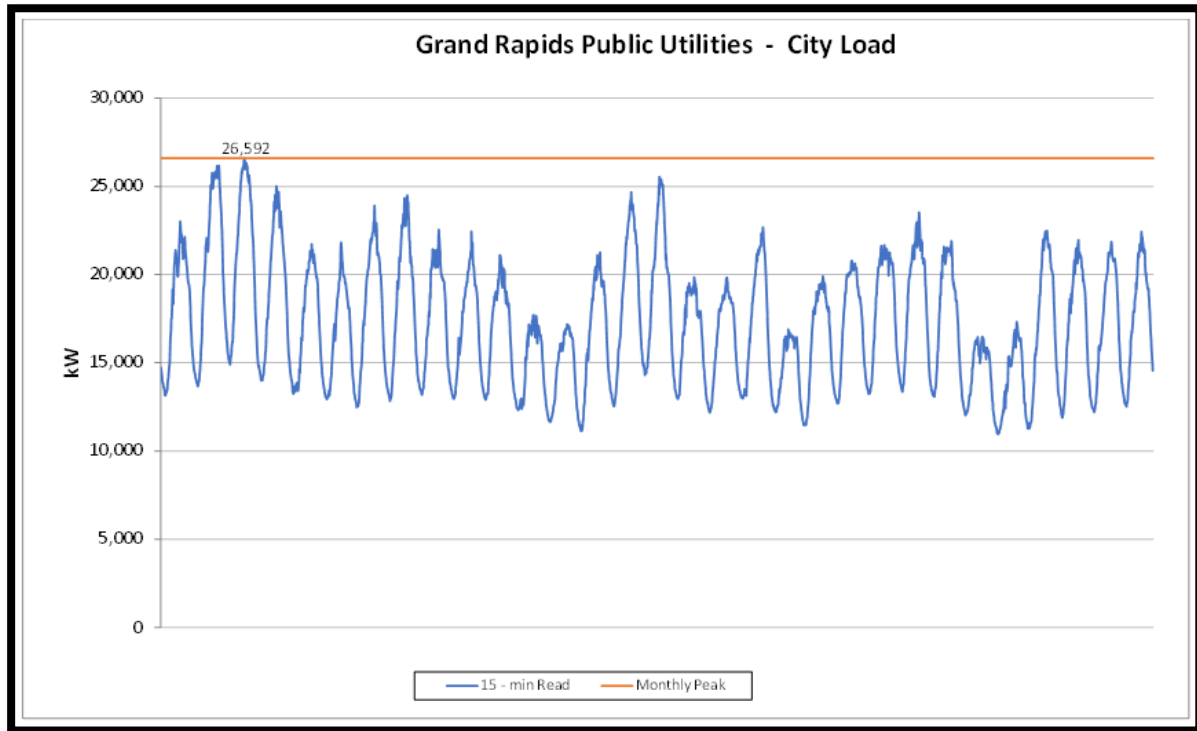
09/08/2023

Date Range
08/02/2023 - 08/30/2023

SAIDI:	0.09	Avg Minutes / Customers Served	CAIDI:	4.43	Avg Minutes / Customer Out	Total Customers Out:	154
SAIFI:	0.02	Cust Outages / Customers Served	CAIFI:	0.058	Avg Outages / Customer Out	Total Reported Hours:	11
Active:	7686	Active Electric Customers	Outages:	9	Total Number of Outages	Total Customer Hours Out:	75
ASAI:	99.99989	Average Percent System Available					

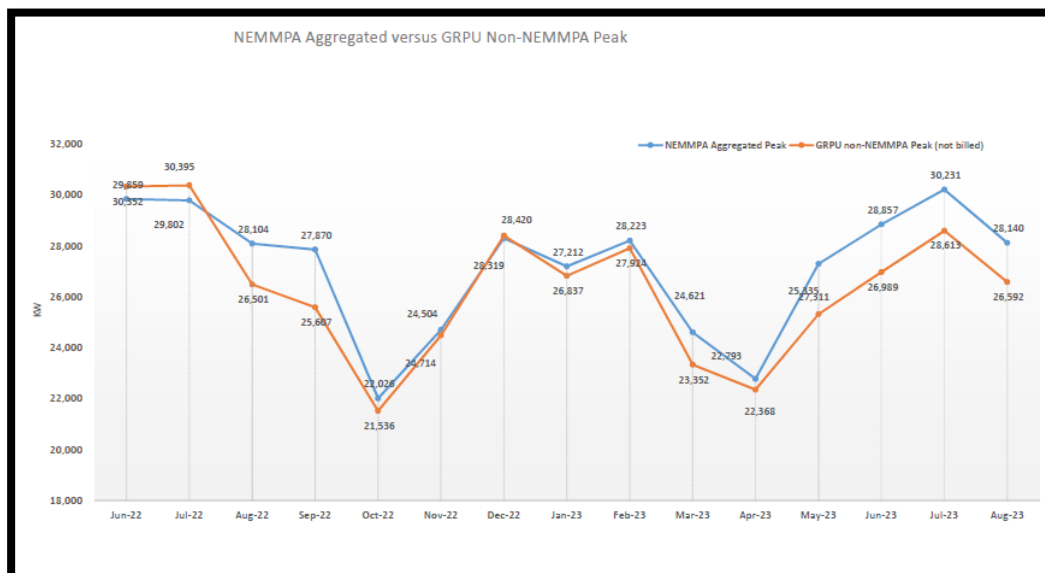
Electric Load Graph Last Month

Peak load on Aug 3rd. We controlled both Aug 2nd and 3rd.



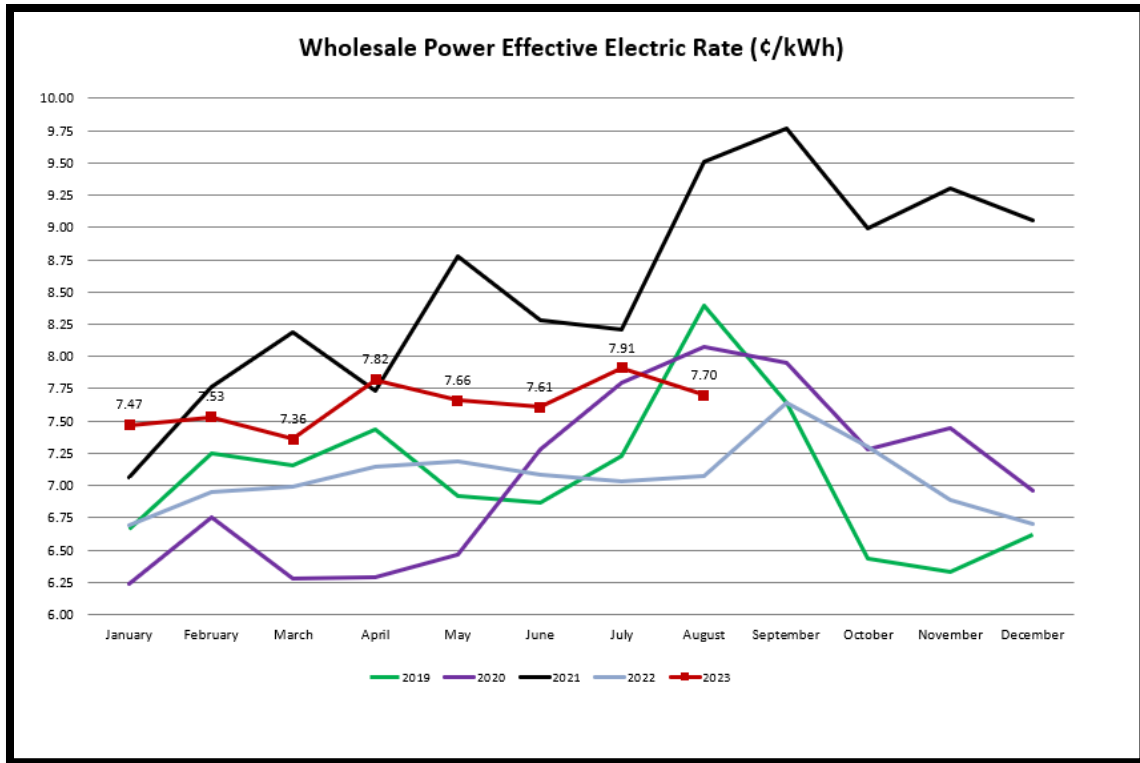
NEMMPA vs. non-NEMMPA Peak Last Month

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.

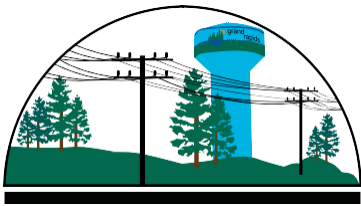


Capital and Operations Project Summary

Agency Lead	Dept	Proj Desc	Proj #	Budget	Amount Spent	Percent Spent (calc'd)	Status	Noted Issues / Highlights
GRPU	ELEC	Distribution System Transformers	ELEC2306	\$150,000	\$0	0%	In Progress	Larger order, lead-time reduction
GRPU	ELEC	Crystal Springs Conversion	ELEC2135	\$146,000	\$0	0%	On Hold	trx supply chain issues - pushed to 2024
GRPU	ELEC	Reliability Upgrades	ELEC2314	\$100,000	\$0	0%	Not Started	
GRPU	ELEC	Tree Trimming	EOPS	\$100,000	\$73,490	73%	Not Started	
GRPU	ELEC	Backyard Machine	ELEC2318	\$90,000	\$90,000	100%	Completed	
GRPU	ELEC	OH Replacements	ELEC2304	\$60,000	\$9,425	16%	In Progress	
GRPU	ELEC	Power Pole Replacement	ELEC2311	\$50,000	\$0	0%	Not Started	
GRPU	ELEC	Distribution System Services	ELEC2301	\$40,000	\$0	0%	Not Started	
GRPU	ELEC	SW 1st Avenue Conversion	ELEC2317	\$30,000	\$0	0%	On Hold	trx supply chain issues - pushed to 2024
GRPU	ELEC	UG Replacements	ELEC2305	\$30,000	\$29,526	98%	In Progress	
GRPU	ELEC	Maple Street Conversion	ELEC2316	\$29,000	\$0	0%	On Hold	trx supply chain issues - pushed to 2024
GRPU	ELEC	AMI Meters	ELEC2307	\$25,000	\$5,422	22%	In Progress	
GRPU	ELEC	Security Lighting	ELEC2303	\$13,996	\$1,118	8%	Not Started	
GRPU	ELEC	Dual Fuel Services	ELEC2302	\$2,560	\$0	0%	Not Started	
City	ELEC	21st St & Forest Hills Dr	EOPS			#DIV/0!	In Progress	
Developer	ELEC	Ainsworth Site Transformer	EOPS		\$62,283	#DIV/0!	In Progress	
GRPU	ELEC	CSC Generator	EOPS			#DIV/0!	In Progress	2024 delivery
GRPU	ELEC	East Sub Rewire	EOPS		\$0	#DIV/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!	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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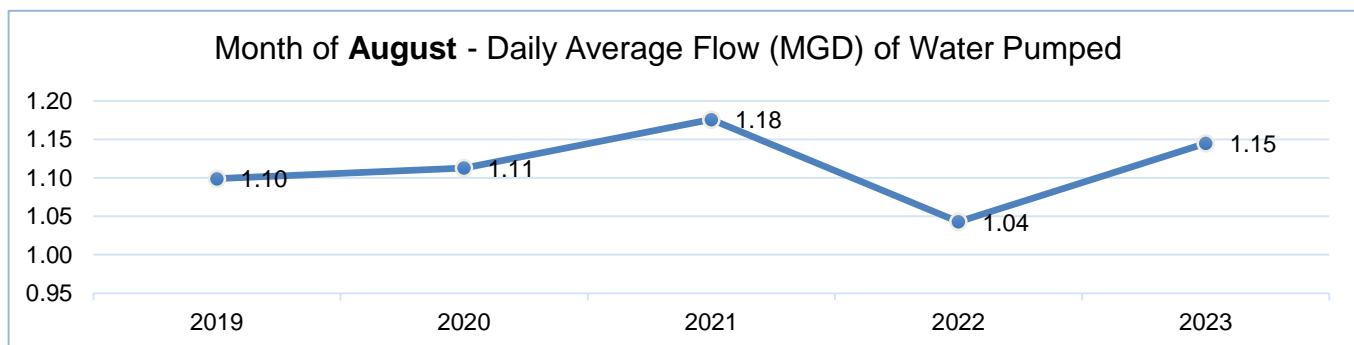
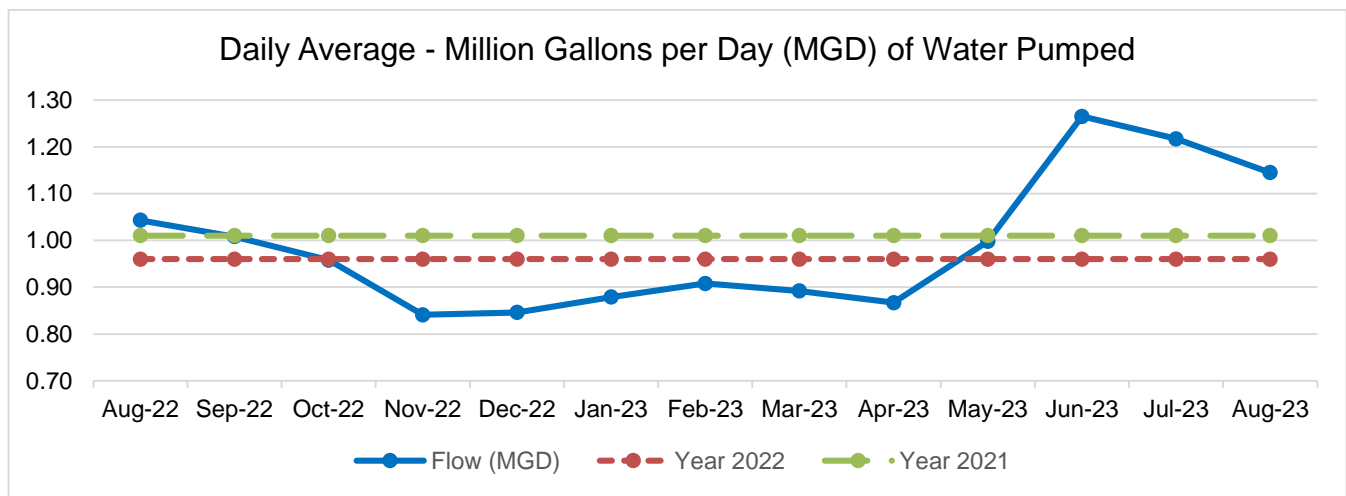
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WATER UTILITY MONTHLY REPORT September 2023 Commission Meeting

Water Operations

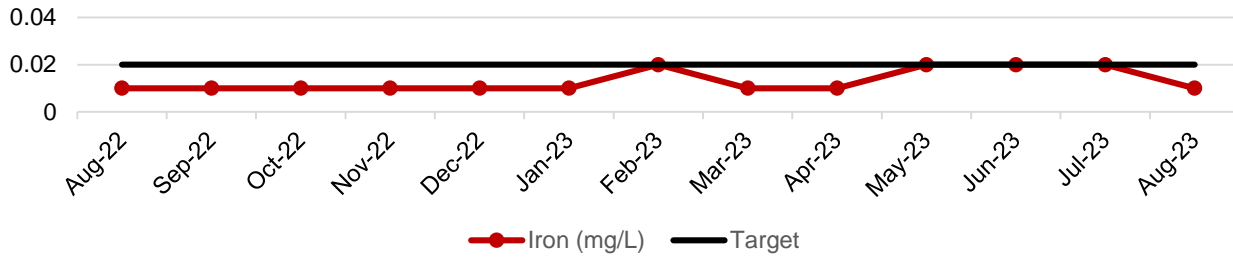
The water plant pumped an average of 1.15 million gallons of water per day (MGD) with a peak of 1.38 million gallons during last month which is a little higher than typical for this time of the year.

Mississippi Headwaters watershed is still in the Drought Warning Response Phase. All water suppliers in this watershed are required to implement water conservation measures. Customers are encouraged to please continue to reduce non-essential water use.

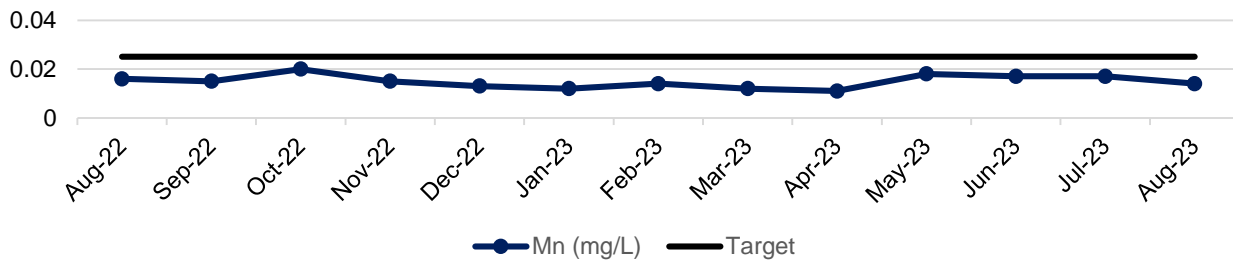


All water quality analysis was normal for the month as seen in the graphs below.

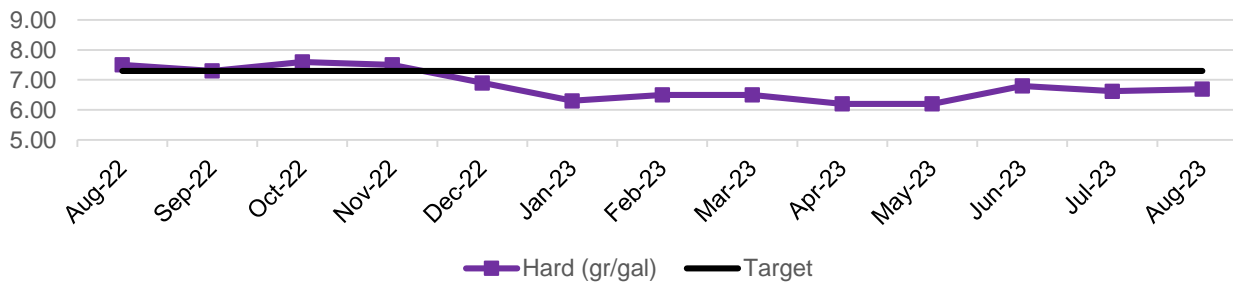
Daily Average Iron (mg/L)



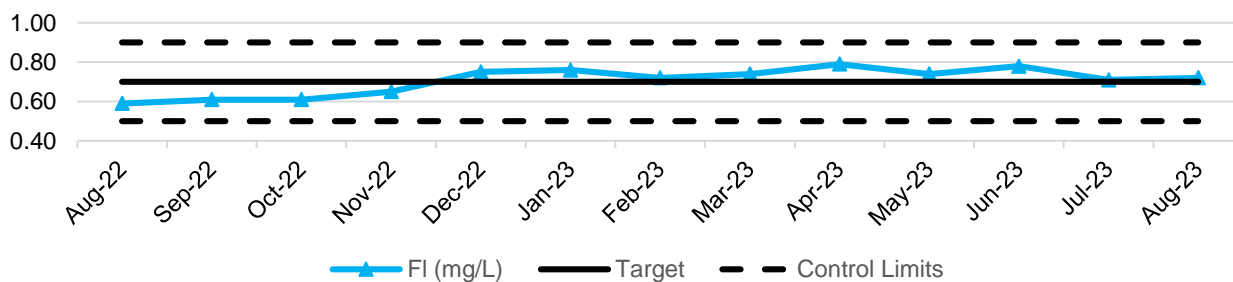
Daily Average Manganese (mg/L)



Daily Average Hardness (gr/gal)



Daily Average Fluoride (mg/L)



Capital and Operations Project Summary

WTP Renovation Project Update:

The City Council approved the purchase of property immediately to the east of the water plant, contingent on rezoning. The application request to rezone the property has been submitted to the City. The request will be on the Planning Commission agenda on October 5 for their recommendation to the Council. The Council will hold a public hearing which, tentatively, will likely be on their October 23 agenda. That public hearing will be noticed in the paper and all property owners within 350' will receive a letter notification, a minimum of 10 days prior to the meeting.

We have completed an internal review of the top three engineering firms and plan to tour a recent project of the preferred firm in the coming weeks.

COMMISSION REPORT CONTENTS										
Agency						Amount	Percent Spent	Percent		
Lead	Dept	Proj Desc	Proj #	Budget	Spent	(calc'd)	Comple	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%	In Progress		
GRPU	WATER	Category 1 - Piping Repairs	WATR2312	\$350,000	\$0	0%	0%	Not Started		
GRPU	WATER	South Tower Coating Repairs	WATR2310	\$150,000	\$0	0%	0%	Not Started		
GRPU	WATER	Curb Stop Replacements	WATR2305	\$100,000	\$15,000	15%	5%	In Progress		
City	WATER	Paradise Park	WATR2313	\$85,000	\$0	0%	0%	Not Started		
City	WATER	River Road Roundabout	WATR2311	\$82,455	\$0	0%	100%	In Progress		
GRPU	WATER	High Service Pump Controls	WATR2005	\$60,000	\$2,000	3%	25%	In Progress		
GRPU	WATER	Well 2 Rehabilitation	WATR2004	\$55,000	\$20,055	36%	5%	In Progress		
GRPU	WATER	WTP Security	WATR2108	\$43,000	\$20,874	49%	50%	In Progress		
GRPU	WATER	Mid-Tower Coating Repairs	WATR2107	\$38,000	\$0	0%	60%	In Progress		
GRPU	WATER	Fire Hydrant Repairs	WATR2209	\$35,000	\$0	0%	0%	Not Started		
GRPU	WATER	Radio Communication Upgrades	WATR2308	\$30,000	\$0	0%	0%	Not Started		
GRPU	WATER	Booster Station Panel View	WATR2302	\$30,000	\$0	0%	10%	In Progress		
GRPU	WATER	WTP Turbidity Meters	WATR2207	\$30,000	\$26,238	87%	50%	In Progress		
GRPU	WATER	WTP Flow Meters	WATR2204	\$30,000	\$22,030	73%	50%	In Progress		
GRPU	WATER	WTP Main Valve	WATR2212	\$22,500	\$13,403	60%	50%	In Progress		
GRPU	WATER	WTP Valve Updates	WATR2304	\$20,000	\$0	0%	35%	In Progress		
GRPU	WATER	WTP Sewage Ejector System	WATR2206	\$20,000	\$11,834	59%	25%	In Progress		
GRPU	WATER	Replace Fiber (SH to City Hall)	WATR2309	\$15,000	\$0	0%	0%	Not Started		
GRPU	WATER	WTP Communication with Wells	WATR2211	\$15,000	\$0	0%	0%	Not Started		
GRPU	WATER	WTP Aerator Media	WATR2208	\$12,000	\$4,800	40%	75%	In Progress		
GRPU	WATER	WTP Sludge Pump	WATR2205	\$11,000	\$9,923	90%	50%	In Progress		
GRPU	WATER	Hydrant Meters	WATR2203	\$8,700	\$2,800	32%	40%	In Progress		
GRPU	WATER	WTP Backwash Valve	WATR2307	\$5,000	\$0	0%	50%	In Progress		

Status Definitions

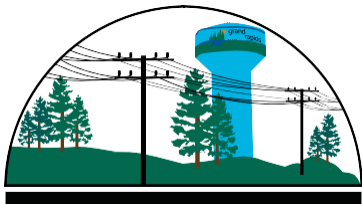
Not Started - no human or financial resources utilized

In Progress - time or money spent on the project

In Service - operational but final close out needed

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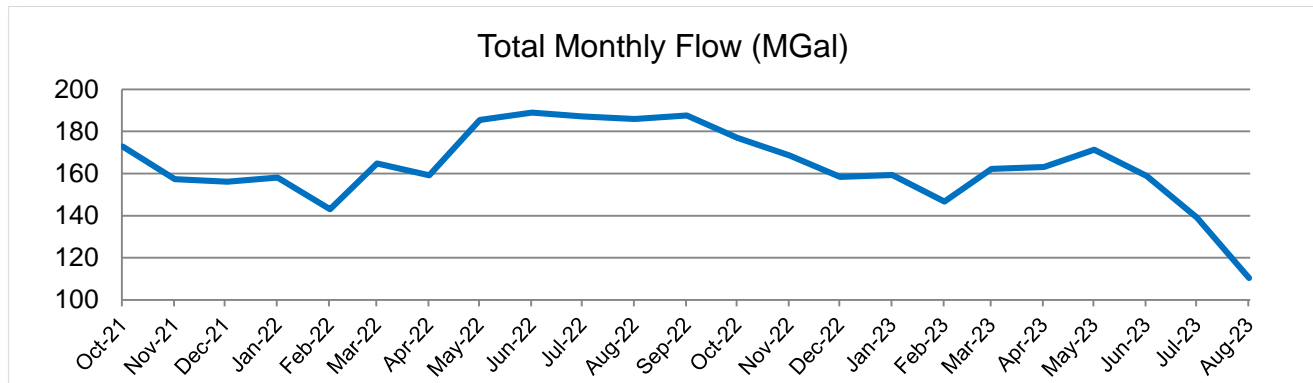
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WASTEWATER UTILITY MONTHLY REPORT September 2023 Commission Meeting

Wastewater Operations

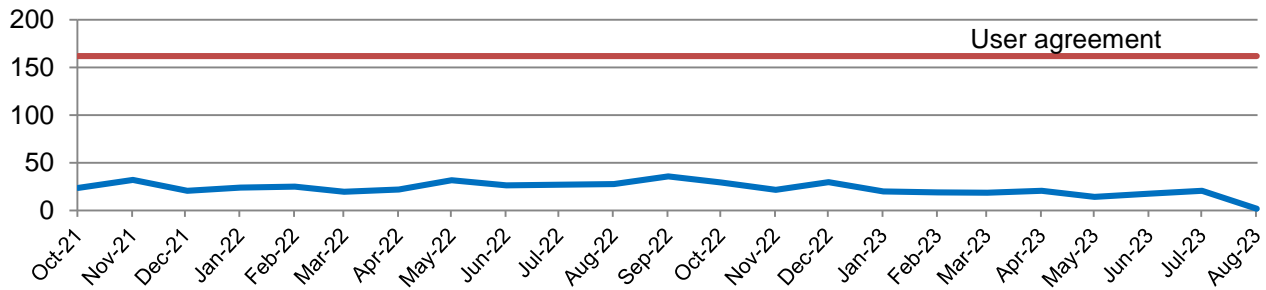
The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month. We treated 110 million gallons of water removing 98.0% of the Total Suspended Solids (TSS) and 98.8% Biochemical Oxygen Demand (cBOD).

WWTP has been managing primary solids to be able to continue to operate while the paper mill has been down. WWTP operators have been assisting with maintenance throughout the facility and collection system.



	Design Limits (monthly AVG)	Actual Results
<u>Primary Plant</u>		
Flow (MGD)	13.25	2.2
TSS (Tons/day)	162	1.8
TSS Peak (Tons/Day)	284	9.9

Primary Plant TSS (Tons/day)

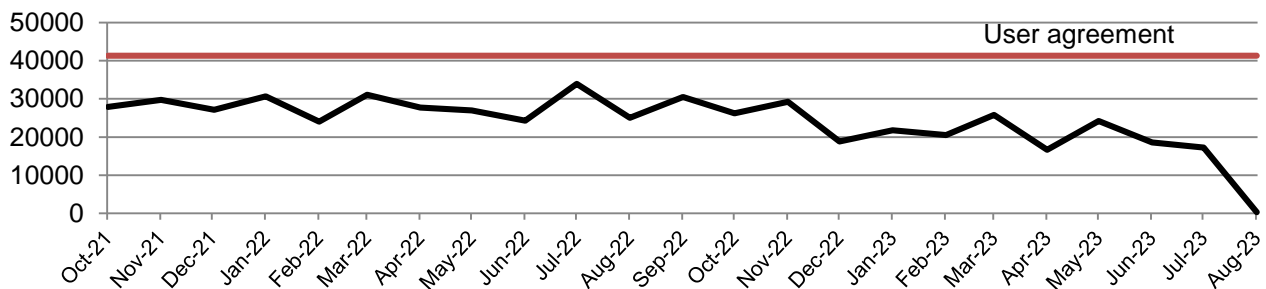
Design Limits
(monthly AVG)

Actual Results

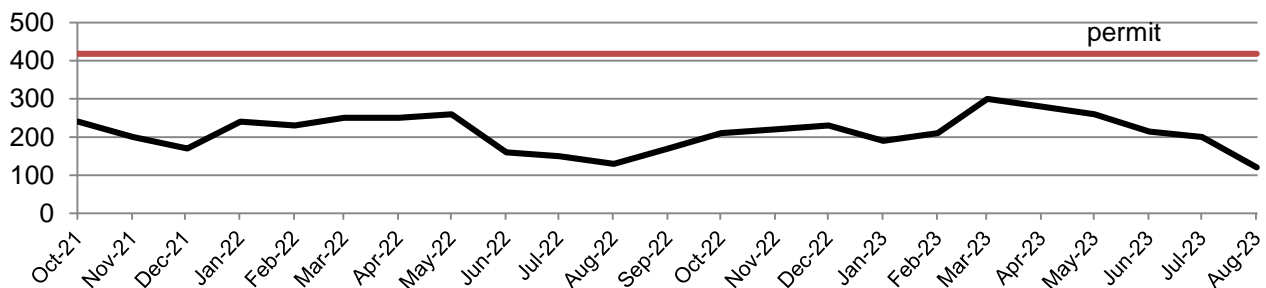
Secondary Plant

Flow (MGD)	15.25	3.6
cBOD (lbs/Day)	41,300	2,897
Peak cBOD (lbs/Day)	57,350	4,712
Zinc-weekly (ug/L)	418	120
% GRPUC		30.0% (min)

Industrial cBOD to Secondary Plant (Lbs/day)



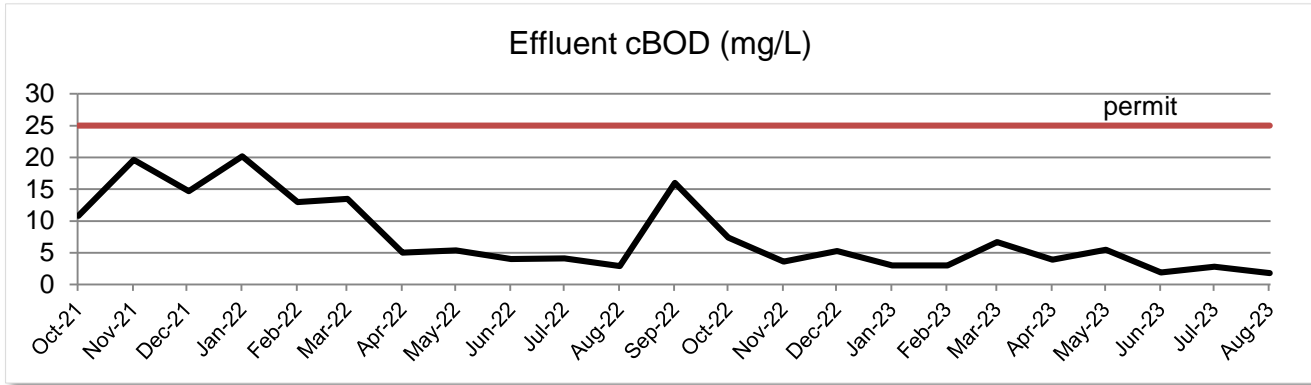
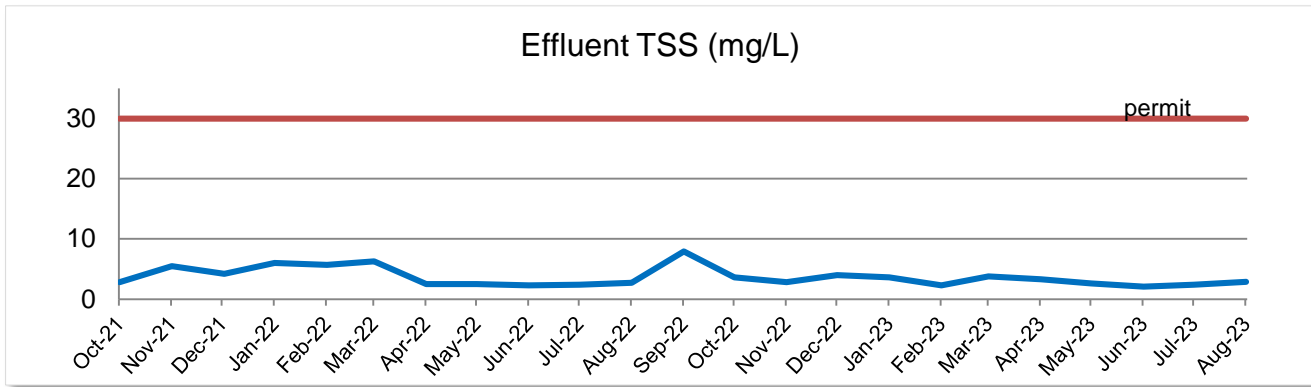
Zinc-weekly (ug/L)

Permit Limits
(monthly AVG)

Actual Results

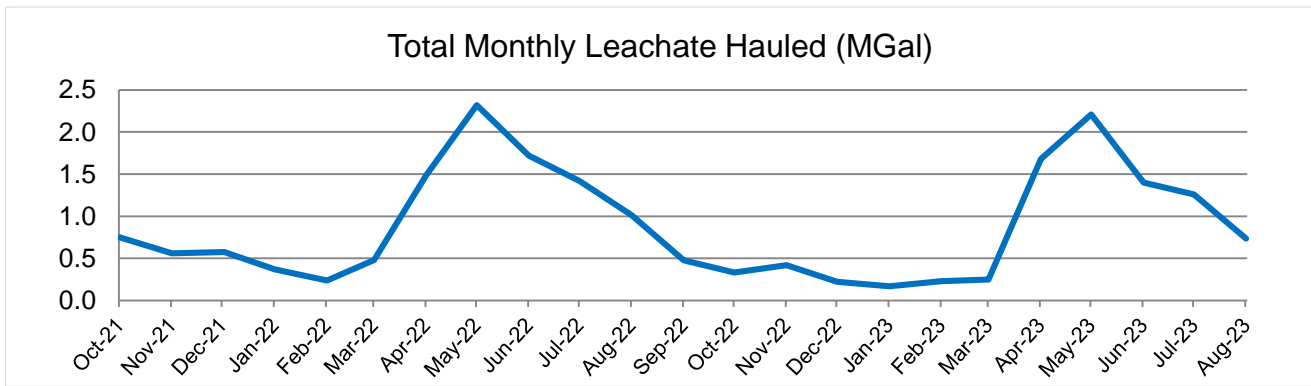
Effluent

TSS (mg/L) – monthly average	30	2.9
cBOD (mg/L) – monthly average	25	1.8
Dissolved Oxygen (mg/L)	>1.0	6.2



Sludge Landfill Operations

- 0.74 million gallons of leachate were hauled last month, the majority was surface water.
- 852 cubic yards of sludge solids were hauled to the landfill



Capital and Operations Project Summary

Item 15.

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COMMISSION REPORT CONTENTS

Agency					Amount	Percent Spent (calc'd)	Percent		
Lead	Dept	Proj Desc	Proj #	Budget	Spent		Comple	Status	Noted Issues / Highlights
City	WWC	Sylvan Overlays	WWCO2310	\$1,010,000	\$0	0%	100%	In Progress	
GRPU	WWC	Category 1 - Piping Repairs	WWCO2308	\$350,000	\$0	0%	0%	Not Started	
City	WWC	River Road Roundabout	WWCO2312	\$210,959	\$0	0%	100%	In Progress	
GRPU	WWC	Jetting		\$150,000	\$55,000	37%	70%	In Progress	
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	
GRPU	WWC	Lift Station 2 - Generator and Switch	WWCO2207	\$36,490	\$36,490	100%	95%	In Progress	
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%	In Progress	
GRPU	WWC	Lift Station 6 I/I Repairs	WWCO2307	\$35,000	\$5,520	16%	60%	In Progress	
GRPU	WWC	Lift Station 9 Controls Update	WWCO2304	\$35,000	\$19,250	55%	60%	In Progress	
GRPU	WWC	Lift Station 3 - Generator and Switch	WWCO2208	\$32,825	\$32,825	100%	95%	In Progress	
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%	80%	In Progress	
GRPU	WWC	Manhole Replacements	WWCO1805	\$20,000	\$0	0%	0%	Not Started	
GRPU	WWC	Mains and Services	WWCO1804	\$15,000	\$0	0%	0%	Not Started	
GRPU	WWC	Lift Station 2 Flow Meter	WWCO2309	\$8,000	\$0	0%	0%	Not Started	
GRPU	WWT	Septic Hauler Dump Station	WWSP2301	\$350,000	\$0	0%	0%	Not Started	
GRPU	WWT	Landfill Cover Work Ph 1-4, Ket D	WWSD2301	\$250,000	\$23,940	10%	90%	In Progress	
GRPU	WWT	Secondary Aeration Basin Mixer Repa	WWSP1804	\$175,000	\$10,000	6%	45%	In Progress	
GRPU	WWT	Rebuild Domestic Screen	WWDO1801	\$150,000	\$108,625	72%	100%	Completed	
GRPU	WWT	Replace Fiber ASV to CSC	WWSC2301	\$54,000	\$0	0%	0%	Not Started	
GRPU	WWT	Bleach Tank Replacement	WWSP2302	\$50,000	\$43,300	87%	95%	In Progress	
GRPU	WWT	Sludge Screw Conveyor - Screw	WWPP2103	\$50,000	\$0	0%	50%	In Progress	
GRPU	WWT	Demo of old Primary Plant	WWPP2001	\$50,000	\$0	0%	0%	Not Started	
GRPU	WWT	Trash Compactor	WWDO2302	\$50,000	\$0	0%	20%	In Progress	
GRPU	WWT	Painting Primary Clarifiers	WWPP2003	\$40,000	\$30,185	75%	100%	Completed	
GRPU	WWT	Primary Plant Sludge Pumps	WWPP2303	\$28,000	\$19,156	68%	50%	In Progress	
GRPU	WWT	Primary Sludge Pump VFD	WWPP2301	\$24,000	\$0	0%	0%	Not Started	
GRPU	WWT	Landfill Phase Pumps	WWSD2302	\$18,000	\$0	0%	0%	Not Started	
GRPU	WWT	Forks for Front End Loader	WWPP2202	\$12,000	\$9,500	79%	100%	Completed	
GRPU	WWT	Replace Fiber Segment 1	WWSH2302	\$12,000	\$0	0%	0%	Not Started	
GRPU	WWT	VFD Upgrades for Lift Pumps	WWSH2301	\$12,000	\$0	0%	15%	In Progress	
GRPU	WWT	Leachate Phase Pump	WWSD2101	\$8,000	\$0	0%	0%	Not Started	
GRPU	WWT	Screw Press VFD	WWPP2302	\$8,000	\$0	0%	0%	Not Started	
GRPU	WWT	Flow Meter for Domestic Flow	WWDO2301	\$7,000	\$0	0%	0%	Not Started	
GRPU	WWT	WWTP Alarm Agent	WWPP2304	\$6,500	\$6,000	92%	85%	In Progress	

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

September 18, 2023 Commission Meeting

Department Head Presentation

Julie Kennedy – General Manager



2023 GRPU Strategic Planning

Item 16.

**We want
your
feedback**



GRPU Planning Survey

GRPU is updating our Strategic Plan. As part of the planning process, we'd like to hear from our stakeholders. Your ideas and opinions are valuable, and we will use them to build the best possible plan for GRPU in the coming years. We've published a short survey [here](#) that should take 10 minutes or less to complete. You may contact GRPU General Manager, Julie Kennedy, at jakennedy@grpuc.org or 218.326.7687 with any questions related to the survey or the planning process. We thank you for participating.

Grand Rapids SP - Dashboard

254

 Viewed

104

 Total Responses

74

 Completed

71.15%

 Completion Rate

Strategic Planning Sessions – Best Western

Tues, Sept 26 - 1:00 to 5:00

Wed, Sept 27 - 8:30 to 12:30

GRPU / City Collaboration - Governance

Item 16.

Joint Commission / Council Meeting

Monday, October 10 at 4 PM (meet at GRPU – then bus tour)

Tentative Agenda


- Citywide bus tour to view projects
- CIP Funding
- Economic Development
- Franchise Fees
- Other suggestions



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2023 Classification & Compensation Study

Project Goals & Objectives



Classification and Compensation

- Ensure fair and equitable compensation relationships within the organization.
- Ensure competitiveness with the external market.
- Enable ongoing program maintenance by Grand Rapids Public Utilities Commission HR Staff.

Project Goals & Objectives

Conduct a full market salary analysis with comparable labor markets that will be mutually identified. Review internal equity as part of the study.

FLSA review and recommendations on current job classifications.

Provide costing implementation with multi-year options.

Ensure classification and compensation policies and procedures are aligned with the recommended system and industry best practices.

Understanding of the Project

What this Study IS versus What this Study IS NOT

What this Study IS

Jobs and levels are accurately and consistently defined

Systems that are easy to understand and administer

Policies and procedures to keep the classification and compensation systems up to date and equitable

Compensation is competitive and equitable

What this Study is NOT

NOT a strategy to reduce or increase pay

NOT a staffing needs study

NOT an organizational structure study designed to alter reporting relationships

NOT a strategy designed to cut costs

NOT a strategy to eliminate positions


Project Scope Overview		
PROJECT ADMINISTRATION	<ul style="list-style-type: none">• Strategy & Philosophy• Communication Approach• Project Orientation• Project Management	
CLASSIFICATION AND COMPENSATION STUDY	<ul style="list-style-type: none">• Collect job content using Position Description Questionnaire's (PDQs).• Review and make recommendations for revisions to current Classification structure, job descriptions, and current job ratings for internal equity purposes and FLSA compliance.• Market data collection to include development and administration of a custom survey and collection of published survey data from both public sector and private sector labor market.• Diagnostic review of current structures, practices and policies for simplification, increased transparency and/or alignment with leading practices and Grand Rapids Public Utilities' value proposition.• Draft Market Summary (Salaries)• Draft Salary Structure Analysis and Implementation Cost Development	
PROJECT FINALIZATION	<ul style="list-style-type: none">• Draft and Final Report• Present findings to HR/Leadership team• Train staff for ongoing administration of the system and tools	

Study will not be done in time for planned labor negotiations

Sept 20 – employee meeting to recap PDQ process

Oct/Nov – negotiation teams meet to present topic list and discuss MOU for amended timing of full negotiations

Nov/Dec – study presented to staff and Commission and a closed Commission meeting scheduled for negotiations strategy



GRAND RAPIDS
PUBLIC UTILITIES
Service to Our Customers

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Questions / Comments

September 18, 2023 Commission Meeting

Department Head Presentation

Julie Kennedy – General Manager

