



## GRAND RAPIDS PUBLIC UTILITIES COMMISSION REGULAR WORK SESSION MEETING AGENDA

Wednesday, February 22, 2023

8:00 AM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Work Session Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, February 22, 2023 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL:

BUSINESS:

- [1.](#) Consider a motion to approve \$1,234,821.24 of verified claims for January and February 2023.
- [2.](#) Ancillary Services and Fees Discussion
- [3.](#) Commission Agenda and Reporting Discussion

ADJOURNMENT:

The next Regular Meeting of the Commission is scheduled for Wednesday, March 8, 2023 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Work Session is scheduled for Wednesday, March 22, 2023 at 8:00 AM 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 AGENDA ITEM

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**AGENDA DATE:** February 22, 2023

**AGENDA ITEM:** Consider a motion to approve \$1,234,821.24 of verified claims for January and February 2023.

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

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### **BACKGROUND:**

See attached check registers:

Computer check register \$1,234,821.24

Manual check register \$-0-

Total \$1,234,821.24

### **RECOMMENDATION:**

Consider a motion to approve \$1,234,821.24 of verified claims for January and February 2023.

Grand Rapids Public Utilities  
Accounts Payable  
January-February 2023  
(Meeting Date: 2/22/2023)

Item 1.

NAME	AMOUNT	NAME	AMOUNT
Amaril Uniform	114.28	McMaster-Carr	760.40
Aramark	222.32	Minnesota Power	1,138,878.06
Badger State Inspection	2,457.50	mPower	1,237.50
Baker Tilly	1,605.00	Nextera	615.32
Burgraff's	435.09	North Central Laboratories	19.79
Carquest	63.98	NOS	13,785.20
Central McGowan	614.75	Pro-Max Machine	85.00
Cogsdale	3,255.00	Procise Solutions	437.50
Coles	408.59	PSI	3,925.80
Compass Minerals	8,333.54	Public Utilities	10,919.56
Core & Main	2,900.00	Rapids Radio	955.50
Dakota Supply Group	250.39	Rapids Welding	168.95
Davis Petroleum	3,334.43	RMB Environmental Lab	932.18
Ferguson	561.96	Sandstroms	195.10
Frontier Energy	5,382.57	Sherwin-Williams	369.43
GPM	1,719.84	Stuart Irby	4,774.00
Grainger	109.40	Team Marinucci	56.00
Hawkins	6,588.43	TNT Construction	2,375.50
Hawinson Sand & Gravel	184.30	Treasure Bay Printing	100.00
Hennemann, Paula	40.00	VC3	5,263.50
Herc-U-Lift	260.44	Viking Electric	564.65
Industrial Lubricant	1,919.60	Wesco	2,758.36
Innovative	245.34	WUSZ	440.00
Itasca County Tresurer	1,186.13	Xerox	118.15
Jerry's Electric Inc	269.75	Ziegler	434.65
Johnson, Killen & Seiler	1,113.20		
Kaman	658.58	Energy Efficiency Rebate:	
L&M	159.08	Rayan Davis Chiropractic	222.65
		Starr, Becky	35.00
			<hr/> 1,234,821.24



## GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

**AGENDA DATE:** February 22, 2023

**AGENDA ITEM:** Ancillary Services and Fees Discussion

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

### BACKGROUND:

Ancillary services are commonly defined in the electric industry as a collection of secondary services offered to help insure the reliability and availability of energy to consumers. Ancillary services defined in other industries refers to subordinate or supporting something and not a primary service.

If GRPU defines primary services as providing electric, water, wastewater collection and treatment services to customers in which the price for these primary services are included in a rate study or negotiated directly with the consumer; then the secondary services offered by GRPU for electric, water, wastewater collection and treatment are considered ancillary.

The fee or pricing of the ancillary services should cover the direct and indirect cost of providing the service. If the ancillary service price is in the form of a credit to encourage a certain outcome which furthers the mission of the GRPU through safety, reliability, customer service, or environmental then the price should be determined based on the dollar value to encourage that determined outcome.

Sometimes GRPU provides services or assists other governmental units with equipment and labor as part of a mutual aid concept defined as a reciprocal exchange of resource and services for mutual benefit to serve the greater community. This type of service or assistance fee is priced to cover the direct and indirect costs of the service provided.

Ancillary services and fees should be reviewed on an annual basis in conjunction with GRPU primary services and rates. A rate is the amount charged regularly for a certain service and a fee is the amount charged each time the service is performed.

Managers and key team members have reviewed and discussed the Ancillary Services and Fee schedule being presented. The GM has also reviewed the Ancillary Services and Fee schedule

and governance role for the GRPU Commission to discuss some of the specific services to determine whether GRPU should provide these services. Based on the internal team review and input, I am suggesting several changes to the previously approved ancillary charges for electric (last revised December 19, 2018) and water and sewer ancillary charges (last revised April 13, 2022). Some of the changes include (1) deleting rates, fees, or credits in operations policy and incorporating these into the ancillary fee schedule, (2) adding fees which have been in place yet not written in the rates or fee schedules, (3) new fees for services previously provided without an approved fee, or (4) deleting fees for services no longer performed.

### **Ancillary Services and Fees Suggested Changes**

Deletion of electric and water meter testing services and fee. With the smart meters and water nodes the GRPU does not have the capacity for testing. GRPU process is to replace the smart meter or water node and work with the vendor to determine issue and discuss replacement and costs or warranty.

Formatting - all utility ancillary services and fees are on one schedule and include electric, water, wastewater collection and treatment.

#### Electric

- Separate meter shut off and restoration for non-payment and seasonal.
- Added – electric temporary use meter fee. Has been in effect for some time needed to be included on ancillary services and fees schedule.
- Increase meter shut off and restoration fee for non-payment to cover the costs of providing this service.
- Question – should GRPU provide meter shut off and restoration outside of normal work hours?
- Added and increased – electric credit for customer request from overhead to underground. Increase from \$950 credit to \$1,000 credit to all new and current customers who request new underground service or change from overhead to underground.
- Solar interconnection – part of rates (in rate study).
- EV – part of rates (in rate study).
- Transformer increase – part of rates (in rate study increase transformation charge)

#### Water

- New – irrigation fee. Discussed with Dave Berg, rate consultant, for best practices and suggesting the top commercial rate tier for residential and commercial with separate meters for irrigation. GRPU already charges a monthly service fee for this second meter.
- Increase shut off and restoration fee for non-payment to cover the costs of providing the service.
- Increase seasonal shut off and restoration fee (greater than one per year) to cover the costs of providing the service.
- Question – should GRPU provide shut off and restoration outside normal work hours?
- New – hydrant temporary use fee for a garden hose hookup 1” meter only.
- New – frozen meter fee to cover cost of providing this service.

## Wastewater Collection and Treatment

- New - one fee for liquid hauled waste. Delete two rates septage and holding tank.
- Delete language related to proportionate costs to permit holders and add language to the application.

## Administration

- Delete – non-sufficient funds check return. Language in customer service policy.
- Delete – photocopies.
- New – language. Authorizing the GM to approve a fee for a service not listed as primary or secondary services of the GRPU. The fee should cover all direct and indirect costs of providing this service.

## **RECOMMENDATION:**

Review and discussion.

# GRAND RAPIDS PUBLIC UTILITIES

## ANCILLARY SERVICE AND FEES

### ELECTRIC

Electric shut off and restoration - Non-payment	
At the meter	\$100.00
At the transformer	\$200.00
Electric shut off – permanent – meter removed	\$60.00
Electric shut off and restoration - Seasonal	
Seasonal disconnects – meter removed	\$60.00
Seasonal reconnect – meter reinstalled	\$60.00
Seasonal disconnects – meter remains	No Charge
Monthly service charges continue	
Seasonal reconnect – meter remains	No Charge
Emergencies	No Charge
Electric Repairs with required 24 hour notice (during normal working hours)	No Charge
Electric Temporary Use Meter- minimum 5 hours at billable rate rounded to nearest \$5.00	
Electric shut off and restoration outside normal working hours	
At the meter	***
At the transformer	***
Overhead to underground – credit	(\$1,000)
New or current customers requesting underground services or Requesting to change from overhead to underground services	
Increase transformation charge	See rates
Solar Interconnection	See rates
Electric Service Extensions	Electric Operating Policy

**WATER**

<b>Irrigation rate - residential and commercial</b>	<b>\$6.22/unit</b>
(separate meter for irrigation plus monthly service fee)	
(rate is based on 1,000-gallon unit)	
Water shut off and restoration - Non-payment (shut off at standpipe)	\$100.00
Water shut off and restoration	
Disconnect & remove meter (waived for emergencies)	\$200.00
Seasonal disconnects > 1 per year	\$100.00
Seasonal reconnects > 1 per year	\$100.00
Seasonal (one disconnect & reconnect per year)	No Charge
Monthly service charge continues	
Emergencies	No Charge
Plumbing Repairs with required 24 hour notice (during normal working hours)	No Charge
<b>Water shut off and restoration outside normal working hours</b>	<b>***</b>
Water Hydrant Use Agreement	\$150.00
PLUS current water use rate	
For non-fire related water use from fire hydrant (Agreement required prior to use)	
Water Temporary Use	\$150.00
PLUS current water use rate	
For a limited amount of time – used for new construction (Garden hose hookup 1" meter only – six months)	
Water line thawing and frozen meter	
Curb stop to house – normal business hours	\$200.00
(\$200 first hour plus \$50/hour each hour after 1 <sup>st</sup> hour)	
<b>Curb stop to house – outside normal business hours</b>	<b>***</b>
Main to curb stop	No Charge
<b>Frozen meter replacement</b>	<b>\$500.00</b>
(Customer noncompliance with policy)	
(For 1" meters and below. Above 1" meter contact CSR Lead)	

Water or Sewer Service Extensions

Water &amp; Sewer Operating Policy



**WASTEWATER**

Liquid hauled waste disposal services	
Application and permit fee	\$50.00
Additional cards/replacement cards	\$25.00
Volume charge per 1,000 gallons	
Septage	
Holding Tank	
Service Charge per bill	
<b>Liquid Hauled Waste</b>	\$25.00
Include language in application.	
Sanitary Sewer - plugged – investigation	No Charge
Plugged – external use of jetter	\$185.00/hour
Water or Sewer Service Extensions	Water & Sewer Operating Policy

**ADMINISTRATION**

The general manager has the authority to approve a fee for an unusual and extraordinary service not listed as primary or secondary services of the GRPU. The fee should cover all direct and indirect costs of providing this service.

## GRAND RAPIDS PUBLIC UTILITIES COMMISSION ELECTRIC and MISCELLANEOUS ANCILLARY CHARGES

### Field Service Charges:

Electric Service disconnect and reconnect Emergencies Electric Repairs during working hours – 24 hour notice required	No Charge
Electric Service disconnect and reconnect – normal working hours	
Seasonal disconnect/reconnect (meter remains) Monthly base fee continues to be charged	No Charge
Seasonal meter removal	\$60.00
Seasonal meter reinstall	\$60.00
Permanent meter removal	\$60.00
Meter Testing – Electric (waived if defective meter)	\$120.00

### Office Service Charges:

Electric Service Application	No Charge
State Electrical Inspection Form	Paid to State
Disconnect Electric Service – Delinquent Account	
At the meter	\$30.00
At the transformer	\$60.00

### Electric Service – Engineering:

Electric Line Extensions and Services	As per Electric Operating Policy
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### Miscellaneous Charges:

Non-sufficient funds check return	\$25.00
Copy cost per sheet – black and white*	.25
Copy cost per sheet – color*	.75

- \* If the copy requires the retrieval of filed materials other than personnel file copies, the labor cost related to the retrieval will be added to the charge, calculated at 2.5 times the employee labor rate, with a minimum of .5 hours.

## GRAND RAPIDS PUBLIC UTILITIES COMMISSION WATER AND SEWER ANCILLARY CHARGES

### Field Service Charges:

Water shut off and restoration Emergencies Plumbing Repairs – 24 hour notice required – normal working hours	No Charge
Water shut off and restoration – normal working hours Seasonal (one disconnect and reconnect per year) Monthly base fee continues to be charged	No Charge
Seasonal disconnects > 1 per year	\$60.00
Seasonal reconnects > 1 per year	\$60.00
Water Hydrant Use Agreement Plus: Water Use Charge Non-fire related water use from fire hydrant	\$150.00
Meter Testing – Water (waived if meter is defective)	\$120.00
Water line thawing services – main to curb stop	No Charge
Water line thawing services – curb stop to house Normal Business Hours – (1 W/S & 1 EL) After Business Hours	\$150.00 \$200.00

### Office Service Charges:

Shut-off Delinquent Account – at standpipe	\$60.00
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### Water/Sewer Service Extensions:

As per Water/Sewer Operating Policy

### Miscellaneous Services:

Plugged Sanitary Sewer Service – investigation	No Charge
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## GRAND RAPIDS PUBLIC UTILITIES COMMISSION SEPTAGE/HOLDING TANK DISPOSAL RATES

### APPLICATION

To septage and holding tank waste disposal services.

### PERMIT FEE

Application and Permit Fee	\$50.00
Per registered company	

### RATE

Volume charge per 500 gallons

Septage	\$38.30
Holding Tank	\$12.30

Monthly Service Charge per bill produced	\$15.35
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### ADJUSTMENTS

Plus the applicable proportionate part of any taxes and assessments imposed by any governmental authority, which are assessed on the basis of volume or customers or the price of or revenues received from services provided.

### PAYMENT

Bills are due and payable at the Grand Rapids Public Utilities Service Center 30 days following the date the bill is rendered.



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

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**AGENDA DATE:** February 22, 2023

**AGENDA ITEM:** Commission Agenda and Reporting Discussion

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

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### **BACKGROUND:**

As part of the discussion at the January 25 Commission work session, it was recommended that we have a standing agenda item at regular work sessions to discuss the effectiveness of the current agenda format and reports. I will offer suggestions that have been submitted by Commissioners, staff or the public. Please bring your comments for a most excellent discussion.

### **RECOMMENDATION:**

Discussion only – no action required.