



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING AGENDA

Wednesday, May 10, 2023
4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, May 10, 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:

GUEST PRESENTATION:

1. MN North College – Itasca Student Presentation on Wastewater Effluent Hydro Generator Project

APPROVAL OF MINUTES:

2. Consider a motion to approve the April 19, 2023 Regular Commission Minutes and the April 26, 2023 Regular Work Session Minutes.

VERIFIED CLAIMS:

3. Consider a motion to approve \$2,619,306.51 of verified claims for April 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.

4. Consider a motion to confirm hiring Mr. Glen Hodgson as a temporary, part-time Special Project Coordinator for the Engineering Advisor project.
5. Consider a motion to confirm hiring Ms. Candy Carsella-Kee as a part-time Special Project Coordinator for the ERP project implementation.
6. Consider a motion to ratify Amendment #1 to the procurement contract with Lake States Construction to extend the expiration date to Dec 31, 2023.

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:

7. Review Safety Monthly Report

ADMINISTRATION:

- [8.](#) Consider a motion to approve the updated position description for the Executive Assistant and authorize the internal and external advertisement for the position.
- [9.](#) Consider a motion to approve the procurement contract with Gallagher for Employee Compensation and Classification Study in the amount of \$65,000.00 and authorize the General Manager to sign the contract.
- [10.](#) Review Administration Monthly Report

BUSINESS SERVICES DEPARTMENT:

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

ELECTRIC DEPARTMENT:

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

WATER AND WASTEWATER DEPARTMENT:

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

DEPARTMENT HEAD PRESENTATION:

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

ADJOURNMENT:

The next Special meeting/Work Session is scheduled for Wednesday, May 17, 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 Meeting of the Commission is scheduled for Wednesday, June 14, 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 AGENDA ITEM

AGENDA DATE: May 10, 2023

AGENDA ITEM: MN North College – Itasca Student Presentation on Wastewater Effluent Hydro Generator Project

PREPARED BY: Steve Mattson, Water Wastewater Manager

BACKGROUND:

In an effort to support our local community, GRPU often partners with Minnesota North College – Itasca by providing opportunities for students to work on actual projects for the utility. This spring, four second-year engineering students selected one of our projects as part of their Engineering Design IV course, a class that helps students gain insight into the personal, interpersonal, ethical and professional topics required for success in their education and their profession.

Alex Olson, Tate Blomquist, Jacob Petron, and Ethan Crimmins worked with me this past semester on investigating the possibility of adding a hydro generator to the wastewater effluent stream. The students researched different generator options and learned the challenges of working on projects from all the various perspectives.

The students will present their research findings at the Commission meeting.

RECOMMENDATION:

Review and discussion only.

GRPU Wastewater Hydroelectric Feasibility Study

Alex Olson, Jacob Petron, Ethan Crimmins, Tate Blomquist

Problem Statement



- The GRPU WWTP wants to convert the potential energy in the outflow of treated water into electrical energy
- The GRPU WWTP needs to conduct a feasibility study to determine if this project is worth the time and effort
- The economic costs and legal requirements need to be considered for this
- How much will this cost? How much energy will it produce? Can the generator be set up and installed without violating zoning laws? Can the generator be installed in a safe and viable location?

Outlet Culvert Opening



Executive Summary

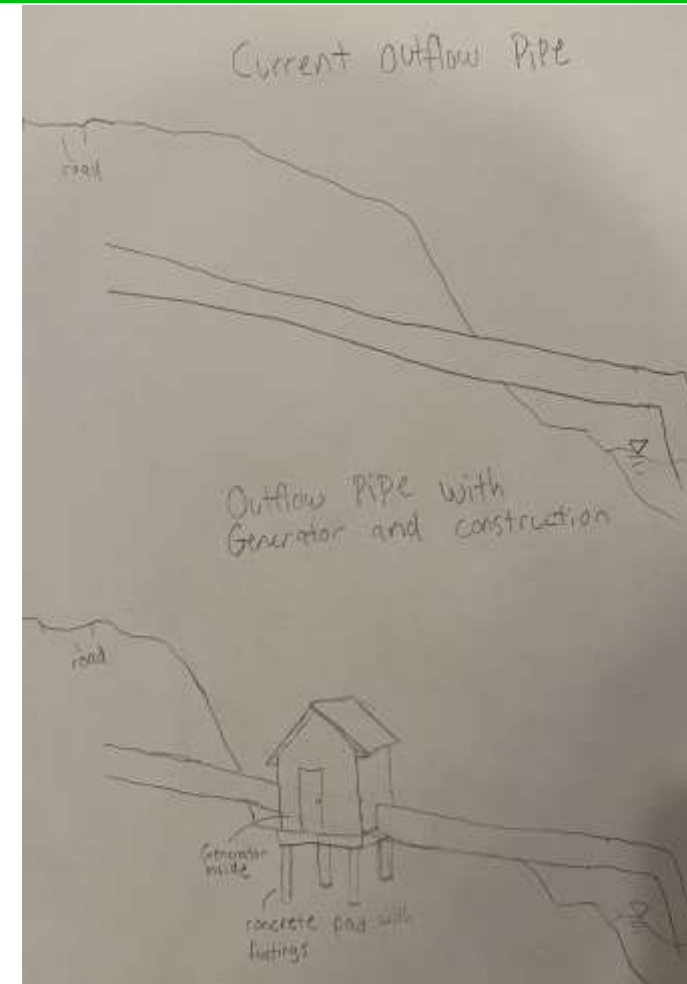


- The Grand Rapid Public Utility Wastewater Treatment Plant output 1.98 billion gallons of water in 2021. The GRPU wants to convert the potential energy in the outflow of treated water into electrical energy
- Before the project can begin, it must be analyzed to determine if it is even feasible to start
- The GRPU brought on a team of student engineers to conduct a feasibility study
- The study is to look at whether this project is feasible in economical, structural, and legal terms
- Economically, this project is feasible. The generator will have a large initial investment but has a relatively low maintenance cost and will pay itself off in about 9 years.
- Legally, there are issues. State law dictates that the generator must be installed 1 foot higher than the 100-year flood level. At this height, there wouldn't be enough available head to power a generator.
- Structurally, this project is not feasible. With our design, the generator cannot be installed as the culvert and where the excavation would be, is completely underwater for most parts of the year. This is also taking into consideration the 100-year flood plain
- Further analysis should be conducted with other designs

Our Design



- The design we performed this study on is one where the side of the hill is excavated and a building is constructed around the proposed generator.



Economical Study



- Canyon Hydro has a Pump Generator that can handle our flow rate for \$100,000
 - The generator is attached to a steel skid
 - It comes with a custom pipe reducer to fit the culvert, 36 in. to 12 in.
 - Comes with all electrical components and controls other than a transformer
 - 2,500-3,500 lbs.
 - Fixed flow rate for the system
 - Produce 25-kw of electricity which can be sold at an average of \$0.09 per kwh
- The design requires excavation of 1,778 cubic yards out of the hill side to install the generator
- A concrete foundation would need to be installed for the generator to be placed
- A shed/prefecture would need to be built to house the generator from the elements
- A transformer would need to be installed for the generator to output the correct voltage
- The bearings of the generator would need to be greased monthly
- The bearings would need to be replaced every 10-12 years

Cost-Benefit Analysis

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Development Cost	\$ 181,225.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Cost	\$ 2,200.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 10,000.00	\$ 2,400.00	\$ 2,400.00
Yearly Cost	\$ 183,425.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 10,000.00	\$ 2,400.00	\$ 2,400.00
Total Cost	\$ 183,425.00	\$ 185,825.00	\$ 188,225.00	\$ 190,625.00	\$ 193,025.00	\$ 195,425.00	\$ 197,825.00	\$ 200,225.00	\$ 202,625.00	\$ 205,025.00	\$ 215,025.00	\$ 217,425.00	\$ 219,825.00
Yearly Benefits	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00	\$ 19,656.00
Total Benefits	\$ 19,656.00	\$ 39,312.00	\$ 58,968.00	\$ 78,624.00	\$ 98,280.00	\$ 117,936.00	\$ 137,592.00	\$ 157,248.00	\$ 176,904.00	\$ 196,560.00	\$ 216,216.00	\$ 235,872.00	\$ 255,528.00
Cost-Benefit Ratio	0.860277543												

Development Cost Breakdown	
Item	Cost
Generator	\$ 100,000.00
Excavation	\$ 22,225.00
Foundation	\$ 25,000.00
Transformer	\$ 7,000.00
Shed Construction	\$ 17,000.00
Labor/Installation	\$ 10,000.00

Operation Cost Breakdown			
Item	Cost	Schedule	Yearly Cost
Grease for Bearings	\$ 200.00	Monthly	\$ 2,400.00
Bearing Replacement	\$ 10,000.00	10-12 years	\$ 10,000.00

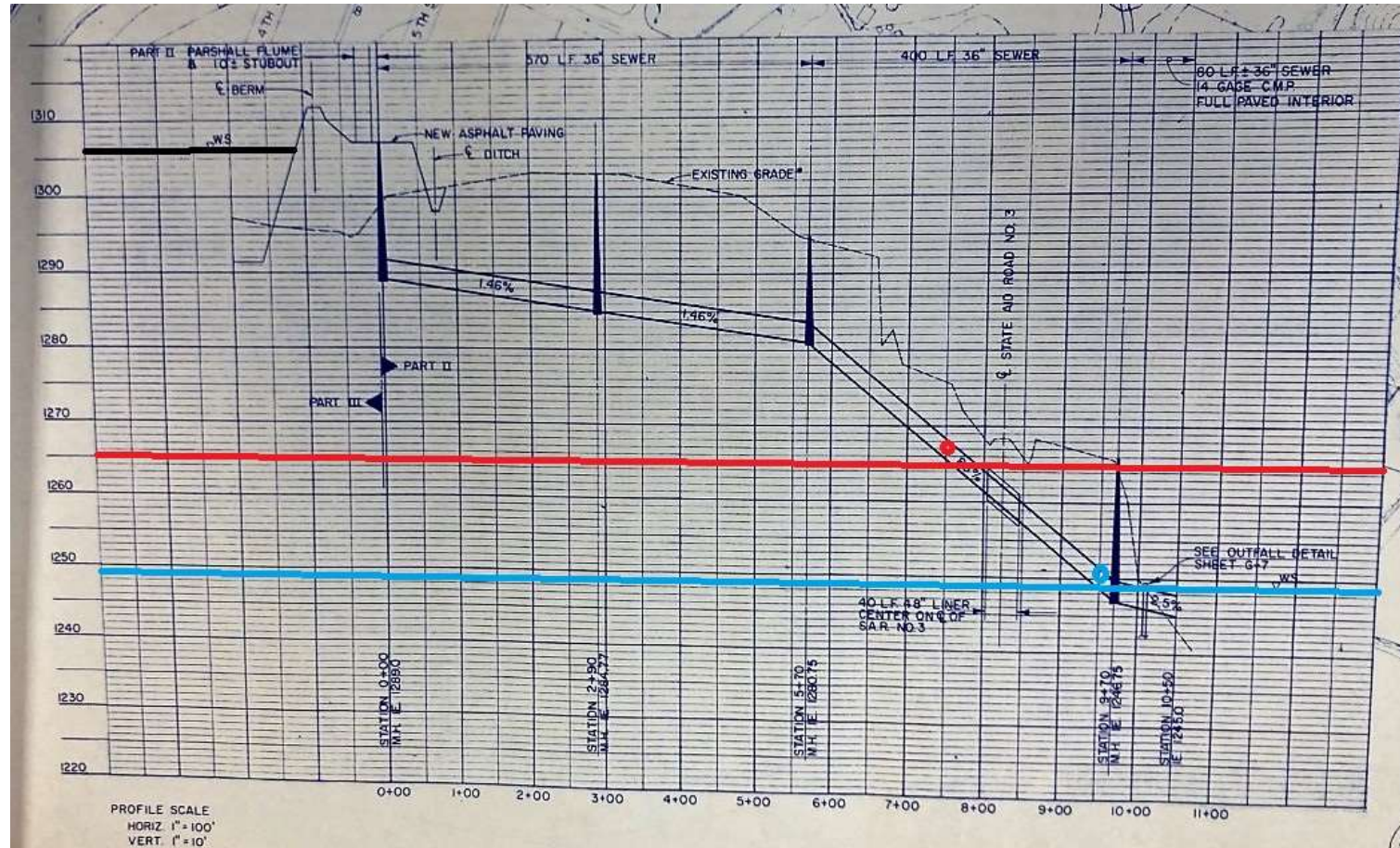
Legality and Zoning Laws



- Generator is small enough that it would not require contacting the Federal Energy Commission
- The land at the proposed location is owned by the county (Tax exempt) and is zoned as Shoreland Rural Residential.
- As there would be a structure being built on land zoned as shoreland, a zoning permit would have to be acquired from the county
- Zoning law requires installation to be 50 feet horizontally from the river's high-water line. It must also be 1 foot higher than the 100-year flood level– this poses a problem.



Issue with Flood Regulations



- Red line represents 100-year flood line
- Blue line represents normal river level
- Black line represents the normal level of the treatment lagoons
- Generator requires a foundation and structure around it—structures cannot be built below the 100-year floodplain
- This pushes the generator further up the culvert. At this high level, there is not enough energy in the water for a generator to operate

Structural Study

- The generator must be installed 50 feet away from the high-water line. The culvert is completely underground 50 feet away from the river. With our design, this would call for a lot of excavation.
- Even with the excavation, the high-water line completely submerges the culvert.
- The generator can still be installed by excavating a basement from the top of the hill to the culvert, but because of the distance from the outlet, there would be significant head loss.

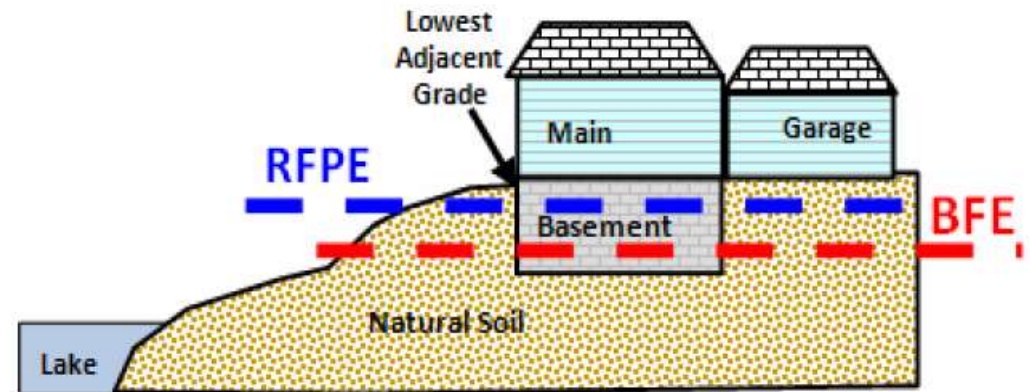


Figure 6. Lowest Adjacent Grade is above Base Flood Elevation (BFE) or the 1% annual chance flood elevation, so site is not in Zone A or AE. Minimum floodplain regulations do not apply.

NOTE: The community may have higher standards. For example, if the site is in shoreland district, there are still minimum elevations.

Closing Summary



- The economical study concludes that the energy produced from the generator will pay the project off in 10 years.
- For the zoning laws, the generator can be installed if it is 50 feet from the high-water line.
- The structural study concludes that our design for this project is unfeasible
 - Due to the culvert being submerged for most of the year under the high-water line and the 100-year floodplain, the generator cannot be installed
- A further study can be conducted using a basement-type design for housing the generator, this could protect the generator from the elements, the high-water line, and the 100-year floodplain.

References

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- *Home*. Schwartz Excavating and Redi Mix. (n.d.). Retrieved May 4, 2023, from <https://www.schwartzrmex.com/>
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- Çengel Yunus A., & Cimbala, J. M. (2014). In *Fluid Mechanics: Fundamentals and Applications* (pp. 348–390). essay, McGraw-Hill.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, April 19, 2023

4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, April 19, 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:

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

Staff Present: General Manager Julie Kennedy, Electric Manager Chad Troumbly, Water/Wastewater Manager Steve Mattson, ICTV Representative

PUBLIC FORUM: None

APPROVAL OF MINUTES:

1. Consider a motion to approve the March 8, 2023 Regular Commission Minutes and the March 22, 2023 Regular Work Session Minutes.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the March 8, 2023 Regular Commission Minutes and the March 22, 2023 Regular Work Session Minutes. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$3,201,351.91 of verified claims for March 2023.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve the verified claims. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

COMMISSION REPORTS: None

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

Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve the consent agenda. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug,

Commissioner Smith, Commissioner Adams

3. Consider a motion to confirm filling the Wastewater Treatment Plant Operator position with the preferred candidate, Mr. Ronald Guertin.
4. Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for March 2023.
5. Consider a motion to ratify the procurement contract with irby, an electrical supply distributor for one underground cable cutter for \$4,190.00.
6. Consider a motion to ratify the procurement contract with Thein Well Company for the rehabilitation of well number 2 for \$20,055.
7. Consider a motion to ratify the procurement contract with Novaspect Inc for the WTP main valve for \$13,403.39.
8. Consider a motion to ratify the procurement contract with Power Process Equipment for the WTP sludge pump for \$9,923.
9. Consider a motion to ratify the procurement contract with Keller Fence Company North for security fencing for the WTP and wells for \$20,873.70.
10. Consider a motion to ratify the procurement contract with McCoy Construction and Forestry for forks for the WWT loader for \$9,500.
11. Consider a motion to ratify the procurement contract with Ferguson Enterprises for valves for the bleach tank project for \$4,410.
12. Consider a motion to ratify the procurement contract with Stantec Consulting Services for engineering services for Landfill Phases 1-4/Kettle D for \$23,940.

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

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve the regular agenda as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

SAFETY REPORT:

13. Review Safety Monthly Report

ADMINISTRATION:

14. Consider a motion to approve the full lump sum merit pay allowed in the General Manager's employment contract based on the Commissioners evaluation of her 2022 performance.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve the full lump sum merit pay allowed in the General Manager's employment contract based on the Commissioners evaluation of her 2022 performance. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

15. Consider a motion to approve the 2023-2024 services agreement with the City of LaPrairie.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve the 2023-2024 services agreement with the City of LaPrairie. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

16. Recognize staff for being awarded the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

17. Review Administration Monthly Report

ELECTRIC DEPARTMENT:

18. Review Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

19. Review Water Utility Monthly Report

20. Review Wastewater Utility Monthly Report

DEPARTMENT HEAD PRESENTATION:

21. Department Head Presentation - Electric Manager, Chad Troumbly

ADJOURNMENT:

There being no further business, the meeting adjourned at 4:50 PM.

Respectfully submitted:

Julie Kennedy

Julie Kennedy, General Manager



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, April 26, 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 was held on Wednesday, April 26, 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:

PRESENT: Secretary Luke Francisco, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Commissioner Dale Adams

ABSENT WITH NOTICE: President Tom Stanley

STAFF PRESENT: General Manager Julie Kennedy, Business Services Manager Jean Lane, Water/Wastewater Manager Steve Mattson, Electric Manager Chad Troumbly

BUSINESS:

1. Consider a motion to approve \$24,521.41 of verified claims for March and April 2023.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the verified claims. Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

2. Governance Discussion

General Manager Kennedy discussion governance items with the Commission.

3. Water Leak Policy

Staff and Commission introduced discussion on this topic and agreed they'd like more time to discuss it at an upcoming special work session that will be scheduled.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:50 am.

Respectfully Submitted,

Julie Kennedy, General Manager



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 10, 2023

AGENDA ITEM: Consider a motion to approve \$2,619,306.51 of verified claims for April 2023.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$1,110,143.35
Manual check register \$1,509,163.16

Total \$2,619,306.51

RECOMMENDATION:

Consider a motion to approve \$2,619,306.51 of verified claims for April 2023.

Grand Rapids Public Utilities
 April 2023
 Accounts Payable
 (Meeting Date: 5/10/2023)

Item 3.

NAME	AMOUNT	NAME	AMOUNT
Aramark	222.29	North Central Laboratories	503.89
AT & T	316.16	Northern Drug Screening	200.00
Burgraff's	45.97	Pioneer Critical Power	1,518.01
Carquest	73.69	Public Utilities	6,754.49
City of Grand Rapids	53,280.99	RMB Environmental Lab	1,143.45
Coles	194.23	Safety-Kleen	1,817.44
Compass Minerals	4,443.44	Sandstroms	512.71
Core & Main	194.38	Stuart Irby	12.00
Electric Pump	5,740.70	Tech Sales Co	22,029.95
Fastenal	1,022.73	TNT Construction	2,708.00
Figgins Truck & Trailer	458.03	Treasure Bay	460.00
Graybar	5,628.96	UPS	23.66
Grainger	375.24	Verizon	2,581.94
Hach	206.37	Viking Electric	757.37
Hawkins	11,648.27	Wesco	1,692.72
Ingersoll Rand	4,718.36		
Innovative	571.06	Energy Efficiency Rebate:	
Itasca County Treasurer	225.00	Erickson, Kelly	130.00
Johnson Controls	1,320.00	Jensen, Donna	100.00
Locators & Supplies	173.17		
McMaster Carr	9,274.81		
MN Municipal Utilities	200.00		
MN Power	966,863.87		
			<hr/>
			1,110,143.35

April 2023 Check Register

Item 3.

Document Date	Check #	Vendor Name	Document Amount	
4/1/2023	4837	Northeast Service Cooperative	52,114.51	4/30/2023
4/1/2023	4838	Northeast Service Cooperative	3,780.00	4/30/2023
4/5/2023	4839	Invoice Cloud	3,206.45	4/30/2023
4/11/2023	4840	Public Employees Retirement Association	15,177.42	4/11/2023
4/11/2023	4841	MN Department of Revenue	4,168.74	4/11/2023
4/11/2023	4842	Wells Fargo Bank	24,943.43	4/11/2023
4/11/2023	4843	Empower Retirement	7,650.94	4/11/2023
4/13/2023	4844	WEX Health	985.65	4/30/2023
4/18/2023	4845	MN Department of Revenue	67,423.00	4/30/2023
4/18/2023	4846	MN Department of Revenue	178.00	4/30/2023
4/21/2023	4847	Public Employees Retirement Association	15,749.85	4/21/2023
4/21/2023	4848	MN Department of Revenue	4,373.60	4/21/2023
4/21/2023	4849	Wells Fargo Bank	26,242.74	4/21/2023
4/21/2023	4850	Empower Retirement	8,067.85	4/21/2023
4/25/2023	4851	WEX Health	985.65	4/30/2023
4/27/2023	4852	MN Department of Revenue	10,741.20	4/30/2023 *
4/27/2023	4852	MN Department of Revenue	1,114.10	4/30/2023
4/10/2023	4853	Wells Fargo Pcard	3,781.50	4/10/2023
4/18/2023	4854	voided		
4/25/2023	4855	WEX Health	96.25	4/30/2023
4/26/2023	4856	Invoice Cloud	1.00	4/30/2023
4/4/2023	4857	4M Fund	500,000.00	4/30/2023
4/18/2023	4858	4M Fund	500,000.00	4/30/2023
4/4/2023	81345	Mattson Steve	38.00	4/4/2023
4/4/2023	81346	MN Department of Health	32.00	4/4/2023
4/4/2023	81347	MN Department of Labor & Industry	100.00	4/4/2023
4/4/2023	81348	MN Energy Resources Corporation	18.00	4/4/2023
4/4/2023	81349	UNUM Life Insurance Company of America	3,133.06	4/4/2023
4/6/2023	81350	MN Child Support Payment Center	391.32	4/6/2023
4/6/2023	81351	NCPERS Group Life Insurance	80.00	4/6/2023
4/12/2023	81352	Customer Refunds - M. Eldredge	108.70	4/30/2023
4/12/2023	81353	Customer Refunds - Robyn	114.51	4/30/2023
4/12/2023	81354	Customer Refunds - B. Wilde	63.31	4/30/2023
4/18/2023	81355	City of LaPrairie	13,600.48	4/30/2023
4/19/2023	81413	Customer Refunds - D. Nelson	43.65	4/30/2023
4/19/2023	81414	Customer Refunds - E. Luken	124.52	4/30/2023
4/19/2023	81415	Customer Refunds - C. Domagall	114.67	4/30/2023
4/19/2023	81416	Customer Refunds - E. Ellingson	217.00	4/30/2023
4/19/2023	81417	Customer Refunds - M. Lowe	126.75	4/30/2023
4/19/2023	81418	Customer Refunds - MN Dept of Comm	1,636.65	4/30/2023
4/19/2023	81419	Gustafson Doug	466.58	4/19/2023
4/20/2023	81420	MEETS/Scott Nutting	1,000.00	4/20/2023
4/21/2023	81421	MN Child Support Payment Center	391.32	4/21/2023
4/21/2023	81422	MN Council 65	1,806.00	4/21/2023
4/28/2023	81423	City of Grand Rapids	71,622.82	4/30/2023
4/28/2023	81424	City of Grand Rapids	156.00	4/30/2023

4/27/2023	81444 Xerox Corporation	148.49	4/27/2023
4/27/2023	81445 Grand Rapids Area Community Foundation	549.62	4/27/2023
4/27/2023	81446 Customer Refunds - Taylor Investments	72.03	4/30/2023
4/27/2023	81447 Customer Refunds - McDonald	88.02	4/30/2023
4/27/2023	81448 Customer Refunds - MN Dept of Comm	26.07	4/30/2023
4/27/2023	81449 Customer Refunds - M. Witherill	8.10	4/30/2023
4/28/2023	81450 City of Grand Rapids	72,333.33	4/30/2023
4/27/2023	81451 Milsoft Utility Solution	2,661.09	4/27/2023
4/11/2023	EFT000000C Deerwood Bank	97,850.39	4/11/2023

Checks Previously Approved **	10,741.20
Manual Checks/EFT to be approved	1,509,163.16
Total Manual Checks	1,519,904.36



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 10, 2023

AGENDA ITEM: Consider a motion to confirm the hiring Mr. Glen Hodgson as a temporary, part-time Special Project Coordinator for the Engineering Advisor project.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

From time to time, Grand Rapids Public Utilities has a special project that cannot be completed by a current employee. The project is typically specialized or falls within a specific scope of work that does not equate to a permanent position or vacancy.

Attached is the Scope of Services to be completed.

GRPU has sufficient funds in the 2023 Electric Utility budget for this expense.

RECOMMENDATION:

Consider a motion to confirm the hiring Mr. Glen Hodgson as a temporary, part-time Special Project Coordinator for the Engineering Advisor project.

Grand Rapids Public Utilities Scope of Services with Glen Hodgson

Term:	Employment is expected to begin on or around May 1, 2023, with completion of services expected by October 31, 2023.
Employment Status:	Employee is considered a part-time temporary employee of Grand Rapids Public Utilities Commission (GRPUC). The FLSA classification is exempt.
Services Provided:	Act as a Mentor by providing guidance, advice, and feedback, to GRPU Electric Department Manager. Set agreed upon developmental goals with GRPU Electric Manager to develop GRPU Electric Manager capabilities, as well as leadership skills. Provide constructive structured and/or informal evaluation of GRPU Electric Manager, to help GRPU Electric Manager accomplish goals and objectives. Provide periodic update meetings with General Manager as to the progress of the Mentor/Mentee arrangement.
Record of Time:	Time worked will be recorded and submitted to payroll. Time worked will be approved by the GRPU General Manager.
Payment:	The rate of pay will be \$59.22 per hour, which is based upon working no more than 14 hours per week for approximately 26 weeks, with a total annual amount not to exceed \$23,000.00 in 2023. This position will not qualify for holiday pay, PERA or Deferred Compensation. This position will not qualify or receive medical, dental, and life insurance.
Payment Method:	Employee will be paid bi-weekly on Friday as defined in the GRPUC Personnel Policies manual.
Expenses:	The employee shall be reimbursed for approved expenses related to the work being requested.
Additional Items:	This scope of services document is not an all-inclusive list and shall not be construed as a contract. The employee is expected to follow GRPU Personnel Policies.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 10, 2023

AGENDA ITEM: Consider a motion to confirm hiring Ms. Candy Carsella-Kee as a part-time Special Project Coordinator for the ERP project implementation.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

From time to time, Grand Rapids Public Utilities has a special project that cannot be completed by a current employee. The project is typically specialized or falls within a specific scope of work. As GRPU and the City prepare for the implementation and installation of the Enterprise Resource Planning (ERP) software, which we have been working on since early 2022, we find the need to hire a Special Project Coordinator to act as the Project Manager for the ERP project.

Attached is the Scope of Services to be completed.

GRPU and the City will be co-funding this part-time position. GRPU has included funds for this expense in the ERP project budget.

RECOMMENDATION:

Consider a motion to confirm hiring Ms. Candy Carsella-Kee as a part-time Special Project Coordinator for the ERP project implementation.

Special Project Coordinator Scope of Services with Candy Carsella-Kee

Term:	Employment is expected to begin on or around May 15, 2023.
Employment Status:	Employee is considered a part-time employee of Grand Rapids Public Utilities. The FLSA classification is hourly.
Services Provided:	Act as the Project Manager for the implementation of all software associated with the ERP project. Act as the Training Manager for implemented software associated with the ERP project through completion of implementation. Act as a Representative of the City of Grand Rapids and GRPUC for all matters pertaining to the ERP project. Provide weekly contact with employees; Promptly provide response(s) to employee questions and concerns. Conduct meetings with vendors; Promptly provide response(s) to vendor questions and concerns. Respond to phone calls with vendors and staff to ensure all needs related to the ERP project are understood and accomplished. Share timelines, which includes anticipated implementation and training dates, with leadership, employees, and vendors. Ensure historical data, production, testing, and backup systems are accurate, operational, and ready to go-live, as defined in the RFP and established on the timeline.
Record of Time:	This is a project driven position. The agreed upon 2023 salary of \$39,050 is for 710 hours in 2023. On average, the employee will work 22-25 hours per week, within the timeframe of May 15, 2023, and December 31, 2023. It is understood that these hours are an estimate only and additional hours will be worked in the year 2024.
Payment:	The 2023 salary will be \$39,050.00, which represents the salary for the ERP project for the Special Project Coordinator, for hours worked between the timeframe of May 15, 2023, and December 31, 2023. This salary is based on 710 hours worked in the year 2023 @ \$55.00 per hour. In December 2023, actual hours worked will be evaluated to ensure all hours have been paid at the agreed upon rate of pay or worked within the designated timeframe.

Hours worked above and beyond 710 hours in the year 2023, and not paid in 2023, may be carried forward to the 2024 scope of services arrangement and paid from the 2024 budget at a rate of \$55.00 per hour.

In the event 710 hours are not worked within the designated timeframe of May 15, 2023, and December 31, 2023, and less hours are worked, the shortage of hours worked from the original estimated 710 hours will be carried forward and will be worked in 2024.

- Benefits:** This position may qualify for PERA, Deferred Compensation, and other benefits. Elected benefits, if the employee qualifies, will be prorated based on the employee's estimated FTE and will be withheld from the employee's paychecks. The employee may waive any or all benefits.
- Payment Method:** Employee will be paid bi-weekly on Friday as defined in the GRPUC Personnel Policies manual.
- Technology:** The employee will be provided with a laptop and a GRPU email address.
- Expenses:** The employee shall be reimbursed for approved expenses related to the ERP Project.
- Additional Items:** There is no expectation of continued employment, in this capacity, at either the City of Grand Rapids or GRPUC, at the completion of the ERP project. This scope of services document is not an all-inclusive list and shall not be construed as a contract. The employee is expected to follow Personnel Policies.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 10, 2023

AGENDA ITEM: Consider a motion to ratify Amendment #1 to the procurement contract with Lake States Construction to extend the expiration date to Dec 31, 2023.

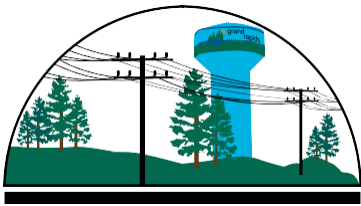
PREPARED BY: Chad M. Troumbly, Electric Department Manager

BACKGROUND:

This procurement contract extension is to be used for minor operations and capital projects for the calendar year of 2023. The original contract ended in December 2022. Work under this contract includes electric construction and restoration projects for both Grand Rapids Public Utilities and their customers.

RECOMMENDATION:

Consider a motion to ratify Amendment #1 to the procurement contract with Lake States Construction to extend the expiration date to Dec 31, 2023.



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SAFETY REPORT May 2023 Commission Meeting

Safety Topic Last Month

Safety Coordinator, Brad Levasseur, conducted Employee Right To Know (ERTK), First Report of Injury (FROI), Near Miss, and OSHA 300 training with all staff on April 19, 2023. On April 20, Brad worked with Administration and Human Resources on updating the GRPU Emergency Action Plan (EAP).

Safety Topic This Month

Safety Brad will be conducting another training session of ERTK/FROI/OSHA for those employees who weren't able to attend in April. Additionally, Safety Brad will conduct safe trench training for our field crews on May 17. He will also be reviewing and walking through the EAP with Administration and Human Resources.

Incidents Reported last Month by Department

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

Cumulative Incidents for 2023

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

Total FROI 1

Recordable Incident 5-year History

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



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 10, 2023

AGENDA ITEM: Consider a motion to approve the updated position description for the Executive Assistant and authorize the internal and external advertisement for the position.

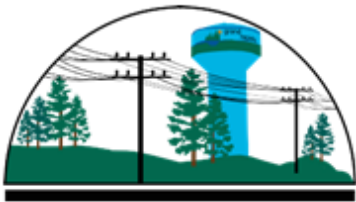
PREPARED BY: Chery Pierzina, Human Resources Officer.

BACKGROUND:

Grand Rapids Public Utilities has had an unfilled position, Administrative/HR Assistant, since February 2023. After discussion and with recent administrative changes, we have revised the Administrative/HR Assistant title and job description to Executive Assistant. This revision essentially has many of the same administrative responsibilities and duties but also enables the Executive Assistant to assist other departments within GRPU.

RECOMMENDATION:

Consider a motion to approve the updated position description for the Executive Assistant and authorize the internal and external advertisement for the position.



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POSITION TITLE: Executive Assistant

DEPARTMENT: Administration

FLSA STATUS: Exempt

DATE: May 2023

ACCOUNTABLE TO: General Manager

Primary Objective of Position

This position is responsible under limited supervision for completing a variety of routine and complex clerical, administrative, communication and technical duties in a confidential nature in order to maintain accurate and timely official Utility records.

Major Areas of Accountability and Job Duties:

Provide comprehensive support to the General Manager including coordinating work and activities, as directed, with other GRPU and/or City staff.

Oversee Commission meeting management including following legal requirements, assembling background materials, preparing agenda items, notices and agenda packets, attending Commission meetings, recording action items and preparing meeting minutes.

Maintain document storage and a record retention system for all Utility records including, but not limited to, contracts, reports, policies, procedures, meeting records, and employee records. Ensure documentation is properly executed and filed in a timely manner; assist in ensuring legal requirements are fulfilled.

Prepare and distribute effective up-to-date internal and external communications including, but not limited to, content on policies, procedures and Utility announcements, through use of a variety of platforms such as email, intranet, flyers, media releases, radio ads, digital signage, website, social media, and newsletters.

Assist in administering policies and employee programs including but not limited to safety, uniform/clothing, substance abuse prevention, recruitment, hiring, benefits, continuing education, appreciation, leadership, workers' compensation and retirement.

Assist in labor negotiations by preparing technical documentation, making recommendations on employee programs, and maintaining clerical updates to labor contracts.

Conduct research, analysis, and assist in preparing informational materials for decision-making such as long-range plans, reports, policies, presentations, proposals, grant applications, ordinances, and contracts. May be requested to communicate materials to staff and the general public.

Assist in scheduling Utility events and employee trainings, prepare correspondence, make reservations and travel arrangements.

Conduct confidential conversations requiring judgment as to content for correspondence and records.

Attend professional development offerings related to public administration, communications, safety and risk management, technology, and organizational development.

Make appropriate job decisions following standard policies and procedures.

Understand and comply with all workplace safety practices and report complaints of unsafe conditions and recommend changes to increase office safety.

Additional duties as deemed necessary by supervisor, which are of an equal or lesser nature, based on the job's qualifications.

Minimum Qualifications:

Bachelor's degree in Public Administration, Communications, or Business-related field and five years of experience in office administration, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Valid Minnesota Class D driver's license, or have the ability to obtain one prior to employment, and a satisfactory driving record.

Exceptional organizational skills and experience with electronic document preparation and storage in order to successfully maintain the Utility's records.

Strong sense of honesty, integrity, and credibility and the ability to use independent and discretionary judgement and manage confidential information.

Ability to demonstrate critical thinking skills to troubleshoot problems.

Excellent skills and abilities to effectively communicate verbally and in writing, including meetings, emails, reports, internal correspondence and external customer communications.

Ability to demonstrate proficiency in computer software applications, specifically Microsoft Office and internet applications. Applicant will be required to complete a computer skills assessment.

Ability to complete assignments with attention to detail and high degree of accuracy, including spelling, grammar, 10-key skills and arithmetic computations.

Observable positive attitude and an aptitude for working in a courteous, professional manner including excellent listening skills.

Strong interpersonal skills including tact, diplomacy, and flexibility in order to establish and maintain cooperative working relationships with vendors, employees, Utility officials, and other public entities.

Availability to work the Utility's normal office hours throughout the regular workweek, as well as possible evenings, weekends, and holidays, if required.

Preferred Qualifications:

Experience or working knowledge of electronic record retention management techniques.

Experience or working knowledge of Microsoft Teams and SharePoint software applications.

Experience or working knowledge of the principles and practices of public administration.

Experience or working knowledge of human resources and/or employee benefits and programs.

Tools and Equipment Used:

Computers and related software, including word processing, spreadsheet programs, communications software; calculator, telephone, and copy machine.

Physical Demands / Work Environment:

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

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to use hands to handle objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

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

The noise level in the work environment is usually moderately quiet.

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

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

Commission Approved Date: _____

EXECUTIVE ASSISTANT

GRAND RAPIDS PUBLIC UTILITIES COMMISSION

GRAND RAPIDS, MINNESOTA

The Grand Rapids Public Utilities Commission (GRPUC) is seeking qualified candidates for the position of Executive Assistant. This is an exempt position with an hourly salary of \$35.45 and an excellent health and retirement benefits package.

This position is responsible, under limited supervision, for completing a variety of routine and complex clerical, administrative, communication and technical duties in a confidential nature in order to maintain accurate and timely official Utility records.

Qualified applicants should possess a Bachelor's degree in Public Administration, Communications, or Business-related field and five years of experience in office administration, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

The complete position description and application are available at www.grpuc.org or by contacting Grand Rapids Public Utilities at 218-326-7189.

Please email completed applications and resume to Chery Pierzina at cpierzina@grandrapidsmn.gov or mail to Grand Rapids Public Utilities, 500 SE 4th Street, Grand Rapids, MN 55744.

Applications will be accepted through noon on Wednesday, June 12, 2023.

GRPU is an equal employment opportunity employer.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 10, 2023

AGENDA ITEM: Consider a motion to approve the procurement contract with Gallagher for Employee Compensation and Classification Study in the amount of \$65,000.00 and authorize the General Manager to sign the contract.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

This procurement is for an approved Employee Compensation and Classification Study purchase with a budget of \$50,000. The study will have funding from two budget cycles – 75% of the 2023 budget and the remaining funds will come from the 2024 budget as the study will not be completed until 2024.

The GRPUC Procurement Policy was followed.

The signed contract is in the signature process and will be uploaded prior to the meeting date.

RECOMMENDATION:

Consider a motion to approve the procurement contract with Gallagher for Employee Compensation and Classification Study in the amount of \$65,000.00 and authorize the General Manager to sign the contract.



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Grand Rapids Public Utilities

Employee Compensation & Classification Study

April 14, 2023

Mr. Ronnie Charles, SPHR, GPHR, IPMA-SCP
National Managing Director | Public Sector & Higher Education

Mr. Mike Verdoorn, MA-HRIR, CCP, IPMA-SCP
Managing Principal | Public Sector & Higher Education

Gallagher
Human Resources & Compensation Consulting
1600 Utica Avenue, Suite 450
St. Louis Park, MN 55416

651.234.0845
Mike_Verdoorn@ajg.com
ajg.com/compensation



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Item 9.

INTRODUCTION LETTER

April 14, 2023

PERSONAL & CONFIDENTIAL

Grand Rapids Public Utilities
Attn: Chery Pierzina
500 SE 4th Street
Grand Rapids, MN 55744

Dear Ms. Pierzina:

We appreciate the opportunity to present you with this proposal outlining the services Gallagher's Human Resources & Compensation Consulting practice is able to offer Grand Rapids Public Utilities (GRPU). Gallagher is highly capable and qualified to work with GRPU based on our extensive experience with public entities in Minnesota and across the country.

It is our understanding that GRPU is seeking proposals from qualified firms to conduct a benchmark compensation study and make recommendations to update your compensation structure in accordance with the study. The purpose of the project is to evaluate GRPU's present salary structure as compared to the specific job market for comparable positions in the public sector. The end product of the study will include the following: a comprehensive evaluation of roles within GRPU and their adherence to internal equity, the establishment of pay ranges, the establishment of benchmarking standards, salary surveys, identification of potential pay compression issues and their solutions, and an analysis of the present compensation structure to reach parity with the market. Additionally, we understand that the goal of this RFP is to create and implement a comprehensive compensation model to assist with recruitment and retention for the above-mentioned positions and be in compliance with the Minnesota Local Government Pay Equity Act.

We believe we will provide GRPU with the most diversely experienced project team of any consulting practice in the country, which enhances the solutions and recommendations we will provide. The questions and perspective provided by our team ensure we anticipate any issues GRPU may face throughout this project, as well as the ongoing management of the new system.



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Item 9.

We have completed over 500 classification and compensation studies for public sector clients in the last ten years. The experience we have gained in conducting these studies will inform our analyses and recommendations to GRPU.

There are several things that we would like you to know about our experience and qualifications, including:

- Our staff has proven themselves as compensation professionals not only by experience, but also through the attainment of the CCP (Certified Compensation Professional) designation from WorldatWork and/or IPMA-SCP designation from the International Public Management Association, and graduate degrees in Human Resources/Industrial Relations and Public Administration.
- Our smaller team structure and director interaction allow us to provide GRPU senior-level consultants who have the experience to guide you through this assignment to a successful conclusion.
- We have the technical experience, as well as sensitivity to the significant impact of compensation decisions to ensure results are appropriate for GRPU. Much of our work is with public sector organizations, many of which have similar objectives to this project.

We appreciate having the opportunity to submit this proposal and look forward to assisting GRPU in conducting this study.

Sincerely,

Ronnie Charles, SPHR, GPHR, IPMA-SCP
National Managing Director

Mike Verdoorn, MA-HRIR, CCP, IPMA-SCP
Managing Principal



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AGENTS AND ADDRESS

Identify who will be the project manager and key staff assigned if awarded. List the address, e-mail address, and telephone number of the office from which the services are to be provided.

This assignment will be managed by the following team who will lead pertinent presentations and assist in leading the discussions on this project:

PROJECT ADVISORS	
National Managing Director & Practice Leader Ronnie Charles, SPHR, GPHR, IPMA-SCP Ronnie_Charles@ajg.com (651) 234-0848	Managing Director & Operations Leader Erik Smetana, MBA, SPHR, SHRM-SCP, SWP Erik_HenrySmetana@ajg.com (314) 494-4849
	
PROJECT DIRECTOR & PROJECT MANAGER	
Managing Principal Mike Verdoorn, MA-HRIR, CCP, IPMA-SCP Mike_Verdoorn@ajg.com (651) 234-0845 1600 Utica Ave., Suite 450, St. Louis Park, MN 55416	Senior Consultant August Zhu, MA-HRIR, CCP August_Zhu@ajg.com (651) 234-0844 1600 Utica Ave., Suite 450, St. Louis Park, MN 55416
<i>Design and deployment of the overall effort, interface with GRPU, development of philosophy/strategy, discuss job evaluation methods, and the review and analysis of technical work and cost modeling.</i> <i>Leads the day-to-day work of the project team related to building the classification structure and the compensation survey to include quality assurance and timeliness of the deliverables.</i>	
	
OTHER PROJECT TEAM MEMBERS	



Provide resumes summarizing the qualifications and experience of the individuals who will be conducting the study. Include specific information on the staff's experience with public sector compensation. Describe successful outcomes.

Gallagher fosters a commitment of excellence, professionalism, integrity, collaboration, and urgency to each of our clients. With each unique client, Gallagher combines these principles to deliver client services customized, specifically to meet your needs. Your Gallagher consulting team has years of experience consulting to public sector clients, including public employers, with a significantly diverse employee workforce. Each member of Gallagher's public sector compensation consulting practice has achieved one or more of the following certifications and/or degrees:

- Certified Compensation Professional from WorldatWork
- IPMA-SCP from the International Public Management Association for Human Resources
- Master's degree or above, in Human Resources, Business Administration, and/or Organizational Psychology.

The following case studies demonstrate our specific experience in conducting similar studies for other government organizations. The experience we have gained in conducting these studies will inform our analyses and recommendations to GRPU.



RONNIE CHARLES, SPHR, GPHR, IPMA-SCP

Project Advisor

National Managing Director

30 years of experience

Mr. Charles is responsible for leading Gallagher's public sector Human Resources & Compensation Consulting practice. Mr. Charles has over 30 years of Public Sector HR experience including Chief Human Resources Officer (CHRO) experience most recently in the City of Baltimore with additional professional stints in the District of Columbia, State of Virginia, and City of Suffolk, Virginia. Mr. Charles has a Bachelor's Degree in Management from Saint Paul's College. Mr. Charles is a member of several professional organizations, including the International Public Management Association for Human Resources (IPMA-HR) and is a past chair of the International IPMA-HR Professional Development Committee. In addition, Mr. Charles is a past Chair of the Human Resources Institute (HRCI). He brings vast experience in domestic U.S., and Global HR compensation practices. Mr. Charles is located in Virginia.

ERIK SMETANA, MBA, SHRM-SCP, SPHR

Project Advisor

Managing Director

20 years of experience

Mr. Henry-Smetana serves as a Managing Director with Gallagher's Human Resources and Compensation Consulting practice. In this role, Erik provides high quality consulting services by leading projects specific to client needs and managing relationships between Gallagher experts and clients. Erik's 20-plus year work history has led him to serve in a variety of diverse roles across human resource management, particularly in compensation and benefits, talent management and organizational development, people analytics, and employee relations and policy development. Erik has extensive experience in both private and public sectors, working with an eclectic mix of dynamic organizations including Fortune 500 companies across multiple industries, international not-for-profit organizations, membership associations, media outlets (e.g. NPR and NBC affiliates), institutions of higher education and research, and others. Prior to joining Gallagher, he served as the enterprise-wide Deputy CHRO with the University of Missouri System and for Vanderbilt University as the Executive Director of People & Engagement leading, designing, and implementing compensation and people-focused programs and initiatives. Erik has a Bachelor's degree in Psychology, an MBA, and Master's degree in Writing. He has previously earned professional certifications with the Human Resources Certification Institute (SPHR), Society for Human Resource Management (SHRM-SCP), and the Human Capital Institute (Strategic Workforce Planner and Human Capital Strategist).

MIKE VERDOORN, MA-HRIR, CCP, IPMA-SCP

Project Director

Managing Principal

16 years of experience

Mr. Verdoorn has been with Gallagher for 16 years and has experience working with public sector organizations across the United States. Mr. Verdoorn has led over 100 similar projects addressing compensation issues in complex organizations. He has a Master's Degree in Human Resources and Industrial Relations from the University of Minnesota and has earned his CCP certification from *WorldatWork*. Prior to joining the firm, he was a compensation analyst at Imation and at the University of Minnesota. Mr. Verdoorn is located in Minnesota.

AUGUST ZHU, MA-HRIR, CCP

Project Manager

Senior Consultant

8 years of experience

Mr. Zhu has a Bachelor of Science Degree in Human Resources from Shanghai Jiao Tong University and a Master's Degree in Human Resources and Industrial Relations from the University of Minnesota. Prior to joining Gallagher, he was a compensation analyst at BASF (China) and an organization development consultant at Bovis Consulting. Mr. Zhu is located in Minnesota.



BEVERLY MOULTRIE, SPHR, IMPA-SCP

Leadership Support

Principal Consultant

20 years of experience

Ms. Moultrie has over 20 years of human resources and compensation experience and a wide range of expertise working with large, mid-sized and start-up organizations (both public and private) in manufacturing, government, healthcare, and service environments. Ms. Moultrie is particularly adept at managing complex projects and has led the adoption of employee relation strategies and human resource systems where no prior system existed. Prior to joining the firm, Ms. Moultrie was the Chief Human Resources Officer with the City of Chattanooga where she partnered with Gallagher to lead the successful completion of the compensation study for the civilian and public safety workforce. In addition, she launched the strategic development of the City's equity & inclusion work with the Government Alliance on Race and Equity. Ms. Moultrie has a master's degree in business with an emphasis on organization development and is a certified senior human resource professional. Ms. Moultrie is located in Tennessee.

LARRY ROBERTSON

Leadership Support

Senior Consultant

26 years of experience

Mr. Robertson serves as a Senior Compensation Consultant with Gallagher's Human Resources and Compensation Consulting practice. In this role, Larry provides high quality consulting services by leading projects specific to client needs and managing relationships between Gallagher experts and clients. Larry's 26-plus year work history includes a variety of roles that included compensation, human resources information systems, recruiting as well as serving in a primary leadership role as acting vice president for human resources for several months. Larry has experience in both private and public sectors, working in a manufacturing environment before moving to higher education for the 21 years prior to coming to Gallagher. Prior to joining Gallagher, he served as Director of HR for Benefits, Compensation and HR Systems for Collin County Community College District (Collin College) in McKinney, Texas and as Director of Compensation and HR Systems for Oklahoma City Community College. Larry has a Bachelor's degree in Business Administration and a Master of Arts in Religious Education. He has previously earned professional certifications with the Human Resources Certification Institute (PHR and SPHR).

TED JAEGER

Leadership Support

Senior Consultant

25 years of experience

Ted has more than 25 years of leadership, consulting and HR Outsourcing experience in compensation program management at large, publicly traded corporations (Coca-Cola, Accenture, E*TRADE Financial, ADP) and in higher education (Clemson & Emory Universities). Areas of specialty include job architecture/design, job evaluation, market pricing, internal/external equity reviews, project management, stock plan/executive compensation, and compensation systems implementations. He holds an MBA from Georgia State University, a BBA from The University of Georgia and resides in Johns Creek, GA (a northern suburb of Atlanta).



DEREK SMITH, PhD

Leadership Support

Prior to joining Gallagher, Derek served as the National Executive Director of the Higher Education Recruitment Consortium and as a part-time consultant with Sawgrass Consulting, following more than 15+ years in higher education leadership roles at places like UNLV, Kansas State University, the University of Missouri System and the University of Pittsburgh. Derek has a Bachelor's degree in History, a Master's of Science, a Master's of Business Administration and a PhD in Public Policy and Leadership. He has earned professional certifications with the Human Resources Certification Institute (PHR), Society for Human Resource Management (SHRM-CP) and the Korn Ferry Leadership Architect.

Senior Consultant

15 years of experience

SHARI FALLON CONSTANTINO, SHRM-CP

Leadership Support

Prior to joining Gallagher, Shari worked for Cornell University as a Senior Compensation & Workforce Analytics Consultant for 24 years. In her role at Cornell University Shari was responsible for providing expertise and consultation to campus constituents and resolving conflicts among functional areas to support best practice standards. She developed and designed the institutional foundation for assessing, delivering and applying workforce planning analytics, advancing HR interests and shared responsibility in the consistency of practice across recruiting, compensation, staffing patterns, performance management, training and transaction processing. Prior to Cornell she worked in Human Resources for Retail and Health organizations. Shari has a Bachelor's Degree in Political Science/History from the College of St. Rose in Albany, NY and is certified as a Professional in Human Resource from the Society of Human Resource Management.

Senior Consultant

24 years of experience

ALLEN JOHANNING

Leadership Support

Allen has nearly 15 years of experience, working in compensation, people analytics, and workforce development and assessment within various healthcare organizations and higher education university systems. Allen began his career focusing on HR Information Systems, Workforce Development, Compensation and Process Improvement in the healthcare industry, working for a large university hospital health system as well as a standalone hospital that was part of one of the state's largest health system. He then transitioned to the University of Missouri System, which is comprised of four Universities and a health system, spread across the state. In his almost 10 years with the University of Missouri System, he held various individual contributor and leadership roles, focused mainly on Compensation and HR Data Analytics, spending the final 6 years as the Director of Compensation and HR Analytics. In that role he was responsible for the overall design, maintenance and day-to-day administration of the University's compensation practices and policies as well as advising academic and business & operations leaders across the organization to ensure they were equipped with meaningful and actionable workforce data that allowed them to make informed, data-driven decisions. Allen received his Bachelor's degree in Business Administration from the University of Missouri-Columbia. He also has previously earned certifications with the Human Resources Certification Institute (Professional in Human Resources) and the Human Capital Institute (Strategic Workforce Planning).

Senior Consultant

15 years of experience



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AMINA SHAH, PHR, MPA

Staff Support

Consultant

6 years of experience

Ms. Shah provides job classification and evaluation, pay equity, market research analysis, and related consulting and advisory services on a wide range of compensation projects. Prior to joining Gallagher, Amina worked in the public sector as Compensation Consultant. She has experience in comprehensive classification and compensation studies based on market benchmarks and trends. She has also served a key role in implementing innovative solutions including career ladder programs and supplemental incentive pay plans.

JAIME PARKER

Staff Support

Consultant

15 years of experience

Ms. Parker is a Consultant with Gallagher's Human Resources and Compensation Consulting practice. She has 15 years of experience in Higher Education with 7.5 of those years in compensation and organizational effectiveness. Prior to joining Gallagher, she worked at Kansas State University in Human Capital Services, and also in the Office of Institutional Effectiveness. Before her career in Higher Education, Jaime worked in the Banking Industry as a Banking Center Manager and Customer Service Manager. Jaime is a graduate of Kansas State University with a bachelor's degree in Accounting.

CHASE HICKMAN, SWP

Staff Support

Consultant

13 years of experience

Chase has 13 years of workforce analytics experience. Chase worked for the University of Missouri System as Lead HR Data Analyst and was a member of the UM Strategic Data Governance Council. He is experienced in both frequentist and Bayesian applied statistics in the HR domain; including workforce planning, quantitative policy research, and internal equity. Chase also has experience forecasting performance for large, self-insured medical and prescription drug plans. He has a Bachelor's of Fine Arts from the University of Missouri, and is certified in Strategic Workforce Planning from the Human Capital Institute.

LUCILLE ZHANG

Staff Support

Consultant

2 years of experience

Lucille has experience in the areas of compensation, talent management, training, and people analytics. Prior to joining Gallagher, Lucille served as a Compensation Analyst at Novellis, where she provided expertise in the administration and implementation of compensation programs. She also has worked at Willis Towers Watson to support clients across industries on executive compensation. Lucille earned a Bachelor's Degree in Psychology from Lafayette College and a Master's Degree in Industrial and Organizational Psychology from New York University.

CHARMAIN KOHLER

Staff Support

Consultant

10 years of experience

Charmain is a Consultant with Gallagher's Public Sector & Higher Education Practice with over 25 years of human resources experience in a variety of roles and industries. She has a Bachelor's degree in Business Administration with a concentration in Management from Saginaw Valley State University. Prior to joining Gallagher, she was the Senior Compensation Analyst at Numotion and at Saginaw Chippewa Indian Tribe of Michigan. Her professional experience also includes 10 years as a Human Resources Consultant in higher education.

**DEE SMITH**

Staff Support

Associate Consultant

18 years of experience

Ms. Smith is an established Human Resources professional that brings 18 years of comprehensive HR experience in several vertical industries in both the private and public sectors. Ms. Smith earned a Bachelor of Science degree in Human Resources Management and General Management from the University of Tennessee at Chattanooga and also holds an MBA. Ms. Smith is experienced in the areas of operations, recruitment, employee relations and benefits administration. Ms. Smith is located in Tennessee.

MARIA ZELINSKY, MA-HRIR

Staff Support

Associate Consultant

3 years of experience

Ms. Zelinsky graduated from the University of Minnesota with a Master's in Human Resources & Industrial Relations and with previous experience as a Product Development Chemist at 3M, Compensation Analyst at United Health Group and HR Generalist at Bridges MN. Ms. Zelinsky is located in Minnesota.

MARY GAUTHE, SHRM-CP

Staff Support

Associate Consultant

5 years of experience

Mary is an Associate Consultant with Gallagher's Human Resources & Compensation Consulting practice. Mary has 5 years of experience from Louisiana State University, where she's worked within the University's Central HR unit as a Compensation Consultant. Mary has a Bachelor's degree in Management with a concentration in Human Resources from Nicholls State University and is currently set to graduate from Louisiana State University in August with her Master's in Leadership and Human Resource Development.

CARISSA MARTO, MA**Analyst**

Staff Support

2 years of experience

Carissa will provide staff support during all phases of this study. She has a Bachelor's Degree in Psychology from Anderson University (SC) and a Master's Degree in Industrial & Organizational Psychology from Middle Tennessee State University. Prior to joining Gallagher she held project based roles working in performance and promotional assessments related to test design.



References

Our firm has assisted several hundred public sector clients throughout the country. These projects have included a range of less than 100 to more than 100,000 employees. Below are clients we have previously assisted. Contact information is listed for each project. These projects are relevant in demonstrating our ability to meet the needs of GRPU and show considerable experience reviewing and developing classification and compensation systems. Our references will attest to the timeliness, quality, and responsiveness of services we provide, as well as our knowledge of legal issues such as the ADA, EEO, and the FLSA, the classifications under study, and our skill and ability of dealing with organizations of your size and needs. We continue to provide ongoing services for many of our clients.

City of Owatonna, MN: We recently completed a compensation study for GRPU, after initially working with GRPU in 2015-16 to establish a new classification and compensation system. We have continued to support GRPU with job reviews and market studies. Emily Thamert, Director of Human Resources, 507-774-7345, Emily.Thamert@ci.owatonna.mn.us

City of Marshall, MN: We are currently engaged with the City in the conduct of a comprehensive classification and compensation study covering all the City positions. We are currently towards the end of the project and confirming compliance with the Local Government Pay Equity Act. Sheila Dubs, Human Resource Manager, 507-537-6790, sheila.dubs@ci.marshall.mn.us. 344 West Main Street, Marshall, MN 56258.

City of Blaine, MN: We worked with the City to conduct a full classification and compensation study covering all City positions. We continue to work with the City to support their market data and internal equity needs. Cassandra Tabor, Director of Administration, 763.785.6154, ctabor@blainemn.gov. 10801 Town Square Drive NE, Blaine MN 55449.

City of Hopkins, MN: We have been providing the City with classification and compensation services since 2017. Additionally, in 2019 we completed a pay equity project for the City. Currently, we are providing the City with ongoing classification and job evaluation support. Ari Lenz, Assistant City Manager, 952-548-6303, alenz@hopkinsmn.com. 1010 1st Street South, Hopkins, MN 55343.

City of Red Wing, MN: We worked with the City on completing a classification and compensation study from partial work completed by another consulting firm. This included reviewing market data collected and then collecting supplemental information. We also conducted a special market study for the public safety functions to develop a pay structure. Laura Blair Johnson, Administrative Services Director, 651.385.3699, laura.blair@ci.red-wing.mn.us. 315 West 4th Street, Red Wing, MN 55066.



STATEMENT OF METHODS AND PROCEDURES

Provide a statement describing the scope of work as you understand it. Describe the approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations as requested.

Our significant experience has resulted in a comprehensive understanding of the scope of work described by GRPU. Additionally, we understand the importance of this study as one of many strategies to address current human resources issues.

The purpose of the Compensation Study is to address changes in GRPU's operations and staffing, which may have affected the type, scope, and level of work being performed. The work plan we propose is designed to provide the flexibility necessary to attract, retain, and motivate employees to provide quality services and ensure the system is not an administrative and/or costly burden to GRPU now or in the future. Below is a summary of some key considerations we have followed in this type of project, followed by our approach to the areas identified by GRPU, and then our detailed work plan.

Key Considerations

Employee Involvement. The study should be introduced so staff know what will happen and can ask questions, and then we suggest summarizing the study findings at the end of the project in an open session so they can see the results. Updates throughout the process will go a long way toward acceptance of the results. We believe that if employees know how and why they are compensated the way they are, they will accept the results better than if the system was created without their involvement.

Leadership Sponsorship. Updating classification and compensation systems requires strong and visible support of an organization's management and governance. We will seek to partner with GRPU project and institutional leadership in the full process to ensure understanding, which will enable more effective communication and acceptance.

Internal Equity. While market parity is important, most employees want to make sure that they are paid fairly in relation to other employees. We have extensive experience with designing pay systems that take into consideration internal equity and mitigate compression. This will be particularly important to the staff positions as market data may be more difficult to identify.

Project Timing. Doing it right produces a better study outcome than trying to meet unrealistic deadlines. This may require additional communication or conversations with key stakeholders in order to ensure understanding of the process, which will enhance acceptance.

Data/Exceptions. Rely on data, but make decisions based on humans. It has been our philosophy that the results and recommendations should be based on verifiable, auditable and valid data. Once the basic structure is in place, there may need to be adjustments for special conditions or other factors. However, the classification and compensation systems should be based on verifiable facts and solid professional standards.



Communication. These systems need to be understood. They need to be simple, straightforward and transparent.

Pay Compression. Attention needs to be paid to implementation costs when employees are placed in the pay ranges and there is potential for creating or increasing pay compression.

Project Approach

Internal Equity – We will evaluate each job title with the current job evaluation methodology to determine internal equity. Our project plan and cost reflect reviewing all GRPU job titles and ensuring internal consistency and accuracy of job functions. We have significant experience in applying job evaluation methods, but will work with GRPU to ensure our understanding of the method and the jobs. In many cases we will verify the current evaluations of GRPU and ask follow-up questions to clarify any questions.

Market Comparison - We will work with GRPU to identify the appropriate market data reflective of the environment for the positions by reviewing the current market data utilized by GRPU, and looking at broader market data. With the current peer institutions identified, we will also discuss additional survey sources to ensure GRPU is representing the comprehensive labor market, which may include public sector and private sector. We will review the labor market, with the goal of using for all job classifications, and review the benchmark job classes, representative of all job groups, purposes of collecting robust and competitive market data through published survey sources (i.e. WTW, CompData, ERI, Mercer). We will work with GRPU to select the benchmark jobs and ensure representation as many positions as possible.

Salary Structure Development & Implementation Analysis In this step, we assign all jobs to the right pay grade and all employees to the right place in the range based on agreed upon criteria or market data. During this phase, we also discuss how pay progression is integrated in a sustainable system that grows with GRPU and allows for employee development and contribution to goal achievement. We will provide a Plan Document to provide GRPU with guidelines to administer the new plan to employees. Up to three implementation scenarios will be provided to GRPU.



Final Report - Our final report will be prepared which outlines the process, methods, techniques and findings and recommendations of the study. It will include a financial impact analysis and recommended ways to implement and maintain the system in the future. We will provide the data in a format that can be used to update your HRIS system based on your implementation approach. Finally, we will train the HR staff in the proper procedure and methods to manage and maintain the system. Additionally, we will provide the necessary documentation and other materials so GRPU will be able to maintain the system independent of the consultant following implementation.

Work Plan

Your Gallagher consulting team respects the uniqueness of each project and strives to customize our approach to the specific needs of every organization. Every phase of our work plan includes activities designed to assist GRPU with appropriate stakeholder communications. This work plan will help GRPU achieve its identified objectives.

PHASE 1: STUDY INITIATION & STRATEGY DEVELOPMENT

Project Initiation

Meeting via telephone/virtual platform to initiate project and discuss timelines and key deliverables with GRPU leadership.

Organization & salary material collected.

Discuss if employee orientation presentations are needed.

Project Strategy

Discussion/review of the strengths and weaknesses of GRPU's current classification & compensation systems with project team.

Determine labor market for collection of market data. Labor market reviewed and confirmed by GRPU.

Determine benchmark jobs and comparable peer organizations to include in the survey.

Project Management

Provision of progress reports for GRPU project staff. Gallagher will provide frequent updates to the Human Resources Director and/or designees.

Development of a project plan that will describe the milestones and integrate communication timing to support GRPU's understanding.

Conduct of meetings with the leadership/project team at critical intervals to discuss deliverables.



PHASE 2A: CLASSIFICATION & JOB EVALUATION STUDY

Classification Review

Analysis of existing classifications and recommendations on any changes to current classification plan.

Review and analysis of *current job descriptions/documentation approved by management* for all employees covered by the study.

Review exempt and non-exempt classifications to ensure proper classification for all employees.

Recommendation of revisions as necessary to the classification and titling structure. For example, potentially identifying where job titles could be consolidated for the development of a job family structure that integrates into the compensation philosophy.

PHASE 2B: COMPENSATION STUDIES

Compensation Study

Determine labor market for collection of market data. Labor market reviewed and confirmed by GRPU.

Determine benchmark jobs and comparable peer organizations to include in the survey.

Conduct custom survey of comparable peer organizations.

Identify appropriate published survey sources provided by GRPU and supplemented by Gallagher for staff, management and faculty positions.

Collect market data from published survey sources using data cuts from public sector, private, local, state and regional sources.

Competitive analysis performed to determine how GRPU compares in job titles, function, and employee groups.

Analysis of current salary structures conducted to identify opportunities for simplification and updates to support the compensation philosophy.

Comprehensive internal salary and benefit relationship analysis of data to ensure the structure is internally equitable and externally competitive.

Examine other key compensation practices and recommend changes including minimum wage impact.

Recommended pay structure developed or existing structures updated (includes 1 revision if requested).

Internal review conducted and consolidated feedback provided by GRPU. GRPU approves the updates to the pay plan(s) and other recommendations and implementation options.

Provide GRPU with up to three (3) transition options, recommendations and next steps/ongoing maintenance.



PHASE 3: PROJECT FINALIZATION, DRAFT & FINAL REPORTS

Conduct of meetings with the leadership/project team at critical intervals to discuss deliverables.

Draft and final report and presentations developed.

Development of a compensation administration document with recommended approaches on salary and benefit administration for GRPU to update policies.

Training provided for staff including necessary tools to maintain the system.

Virtual meetings included. On-site visits are available at an additional charge to GRPU.

MANAGEMENT SYNOPSIS

Provide a synopsis prepared for management review, covering the significant features of the proposal including overall costs and term of work.

Communication

Our firm considers senior management, human resources and general staff engagement essential to project success. We recommend GRPU ensure key stakeholders are apprised of all project activities and provide periodic status updates on study progress throughout the engagement.

We recommend the following actions to ensure appropriate management and administration of the project from a consulting and City perspective:

1. **City Project Manager:** A Project Manager should be appointed to manage the project internally from beginning to end. We also recommend that an administrative support person is also allocated to the project in order to support the Project Manager.
2. **Regular Status Meetings, Written Updates, and Conference Calls:** Every two weeks, a conference call meeting should be established with GRPU's Project Manager and the Gallagher Project Manager to discuss the schedule, status and issues regarding the project. We recommend 30 to 60 minutes for this discussion. Gallagher will provide regular project status updates to GRPU's Project Manager or his/her designee. During certain periods of the project (i.e. data collection and analysis) it may be reasonable to provide regular written updates in lieu of meetings as agreed to and appropriate.



3. **Regular Steering Committee and Executive Meetings:** GRPU should also provide regular updates to GRPU leadership.
4. **Regular Employee Communications:** GRPU should inform employees on a regular basis regarding the status of the project.

Professional Fees

Our fees to conduct the compensation study outlined above (including out-of-pocket expenses) is detailed in the table below per phase.

Phase	Fees
Study Initiation & Strategy Development	\$10,000
Classification & Job Evaluation Study	\$15,000
Compensation Study	\$30,000
Project Finalization, Draft, & Final Reports	\$10,000
TOTAL COST (inclusive of all tasks): \$65,000	

- On-site meetings are available at an additional cost
- Should GRPU request Gallagher to update/write job descriptions, those services will be priced separately since we are unable to determine the number that will be required. Pricing would be \$550 per job description and is in addition to the "Total Cost" identified above.

Our study costs are directly derived from estimating the number of hours needed to perform the work and the level of the consultant charged with performing the work. Gallagher typically bills on a flat monthly basis that is based on the total project fee and the number of months of the project. With the last invoice sent upon project finalization. All expenses are included in this quote.

All proposed fees throughout this proposal for the respective consulting services assume meetings will take place via teleconference or webinar. In the event on-site visits are requested, they will be billed at actual cost for time and travel and these costs will be discussed with GRPU for approval.



Staffing Level	Hourly Rate
Managing Directors	\$520
Principal Consultants	\$495
Senior Consultants	\$455
Consultants	\$210-\$365

Available Resources & Overall Value

Gallagher consultants evaluate and consider each Request for Proposal before determining if we have the capacity to conduct the requested services. We can confirm that we not only have the capacity, but the skills and expertise to successfully deliver the requested services to GRPU.

Additionally, we are confident we have provided our most cost-effective and best approach. We have included all products and services which are necessary to provide innovation as well as the functional capabilities proposed in our response.

We take pride in our creativity and track record in developing innovative solutions to compensation and benefit issues. We spend considerable time and effort in researching and exploring trends and technical issues to develop and test approaches not usually considered by other consulting firms that help inform innovative compensation program solutions.

STRUCTURE AND CONTENT OF WORK PRODUCT

Provide a detailed breakdown and description of the specific steps, services, and study products that will be provided. Describe how the final product will be structured and presented upon completion.

As previously noted, the final report will be prepared which outlines the process, methods, techniques and findings and recommendations of the study. It will include a financial impact analysis and recommended ways to implement and maintain the system in the future. We will provide the data in a format that can be used to update your HRIS system based on your implementation approach. Finally, we will train the HR staff in the proper procedure and methods to manage and maintain the system. Additionally, we will provide the necessary documentation and other materials so GRPU will be able to maintain the system independent of the consultant following implementation.



WORK SCHEDULE

Provide a timeline indicating tasks required and the start and completion dates for each.

Schedule

The following is an estimate to complete each phase by month. We will discuss the details of each phase during Phase 1 and identify specific deadlines for the project at that time. We will conduct frequent conference calls with GRPU to ensure the schedule is monitored throughout the project. We have built a timeline below that allows for appropriate decision-making time from GRPU, participation delays, and potential need to research market data from non-participating organizations. The timeline below is realistic based on our experience.

Month	PHASE 1	PHASE 2A	PHASE 2B	PHASE 3
	Study Initiation & Management	Classification & Job Evaluation Study	Compensation Study	Project Finalization, Draft & Final Reports
1				
2				
3				
4				
5				
6				
7				
8				



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* * * * *

Thank you for this opportunity to offer our services. Please feel free to contact us at any time if you have any questions or require additional information. We look forward to hearing from you soon.

Sincerely,

Ronnie Charles, SPHR, GPHR, IPMA-SCP
National Managing Director

Mike Verdoorn, MA-HRIR, CCP, IPMA-SCP
Managing Principal

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc. is a licensed insurance agency that does business in California as "Gallagher Benefit Services of California Insurance Services" and in Massachusetts as "Gallagher Benefit Insurance Services." Neither Arthur J. Gallagher & Co., nor its affiliates provide accounting, legal or tax advice.

Classification and Compensation Study Report

Client, USA

Proprietary material: May not distributed to parties external to the organization's proposal evaluation committee.



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Study Background

Overall Study Objectives

- Client stated the following objectives and goals for the study:
 - Review of the current classification specifications to ensure appropriate alignment with business needs and recommend changes to the classification system.
 - Identification of appropriate career paths for related classifications within the Client structure.
 - Recommendation of appropriate FLSA designation for each classification.
 - Utilization of a methodology to determine the relative internal value of each classification, so that a fair and equitable compensation structure is established.
 - Conduct of a comprehensive compensation review of each classification, using current benchmark compensation surveys and other data collection methods.
 - Development of a new pay structure(s) based on internal equity and market results.
 - Conduct of an analysis of the financial impact for implementation of the new classification and compensation plan including funding issues identification.
 - Preparation of a final report to include all findings and recommendations for each phase.
 - Recommendation of a review/appeal process to find resolution to classification-related disputes.



Study Background

History

- (Client) engaged Gallagher Benefit Services, Inc. (GBS or Gallagher) to conduct a classification and compensation update study of its jobs.
- Gallagher consultants met with Client officials to discuss the study process and initiate the development of classification and compensation strategy statement.

Study Background

Strategy – Classification Components

- The classification system will consist of broadly defined classes that reflect the essential duties and responsibilities performed by incumbents in each class. This approach will facilitate flexibility in assignments to individual employees within the job classification.
- Where practical and feasible within each occupational group, there will be an opportunity for career advancement and the differences in job levels will be clearly defined and legally defensible.
- Client is dedicated to recognizing the value of both, formal supervision and designated subject matter experts that desire to advance within a technical non-supervisory track.
- The job evaluation will be used to establish the relative internal value and relationship of all jobs within the Client based on its applicability to broad classifications. This will ensure that disparate jobs are placed in a consistent manner within the Client's compensation structure.

Study Background

Strategy – Compensation Components

- The compensation system will reflect both internal equity and external parity within the various labor markets in which the Client must compete. The system will also compensate employees who perform at acceptable or standard levels and recognize employees who perform at above standard levels within their respective job class.
- Labor Market definition:
 - For management and executive level jobs and identified professional jobs, the labor market will include _____ for major metropolitan areas throughout the nation. The market will also include major cities and counties within the metropolitan area, regional and national jurisdictions/municipalities; as well as any appropriate private organizations. The organizations will be similar in character and serve similar size populations as the Client.
 - For professional level positions, the labor market will include major public and private sector employers in the metropolitan area and southeast region having jobs with similar scope and with whom the Client competes for such employees.
 - For defined and operational job classes (FLSA non-exempt jobs), the labor market will consist of public and private sector employers within the metropolitan area and the southeast region.
- Each job classification will have a market rate set at the midpoint of the salary range and established by the 75th percentile of the actual salaries of the market.

Classification

Process

- Gallagher developed a Position Description Questionnaire (PDQ) in order to collect job information on Client employees' positions. Meetings were conducted with Client employees to introduce them to the PDQ document and study process as well as offer them an opportunity to ask questions and provide feedback.
- Gallagher consultants also met with Client employees in occupational panels to discuss their jobs, ask questions and create additional understanding of process and job structure within Client.
- Using information gained from the PDQs, occupational panel process, current job descriptions, and organization charts, Gallagher developed preliminary classification structures organized by job/career families. Client reviewed those structures and provided feedback resulting in finalized classification structures.
- A job evaluation process was also applied to each individual classification with the classification structures.
- FLSA recommendations were also provided to Client. Client made the final FLSA decisions.

Classification

Process (Cont'd)

- The resulting classification structures, classification titles and job evaluation ratings are summarized on pages 16-29. Detailed classification structure information has been provided to the Client under separate cover.
 - Client may have made modifications to the classifications titles within the survey process and after provision of the allocation report provided by Gallagher.
- Employees were allocated to the new classifications based on the information contained within their respective PDQ forms with further review from Client.
 - Client may have updated these recommendations from the original report provided by Gallagher.



Job Evaluation

Methodology

- To assess the different levels of job value using a formal method of job evaluation was adopted by Client as the methodology addressing the internal alignment of work.
- Job Evaluation
 - Uses a defined methodology to determine the relative value of jobs within an organization.
 - Provides an objective and documented method for job analysis and evaluation.
 - Provides the basis for determining pay.



Survey Sources

Surveyed Comparator Organizations

- Client and Gallagher identified 33 public or quasi-public organizations for survey. Data included in the summary results include 24 organizations for a survey participation rate of 72.7%.
- Those organizations shown on the following page in black text participated in the survey. Data was obtained for those organizations shown in green text using available website data.

Survey Sources

Published Survey Sources

- The following survey sources were reviewed in the collection of salary data and appropriate data was utilized.

Published Survey Sources	Type of Data Collected
Willis Towers Watson Surveys-Private Sector	Private
CompData-Private Sector	Private
Mercer Surveys-Private Sector	Private
ERI Database-Private Sector	Private
PRM Not for Profit Survey	Not for Profit

Survey Process and Analysis

Process

- Survey benchmarks were selected and recommended by Gallagher. Upon review by Client, updates were made and the final benchmark listing was approved by the Client for survey.
- A survey document including requests for salary and pay practices information was developed by Gallagher and sent to Client for review and approval.
- The survey was distributed by email and numerous contacts were made by telephone and email to encourage participant response.
- Contacts were also made to ask questions and ensure appropriate and valid data was provided to the survey.
- Not all participating organizations responded to every question.



Survey Process and Analysis

Time Adjustments

- The effective date of the salary data was XXXXX.
- All published survey sources were adjusted to the XXXXXutilizing data obtained from WorldatWork's Salary Budget Survey for XXX in accordance with the following annualized factors:
 - Salary adjustment factor: 3.0%
 - Salary structure adjustment factor: 2.0%



Survey Process and Analysis

Geographic Adjustments

- Both the survey and published data were adjusted geographically to conform to the XXX area as calculated by the Economic Research Institute (ERI). Geographic differential figures reflect wage and salary differentials for each surveyed location. These actual data adjustment figures are effective as of XXXXX and are shown on the next page.

Survey Results

Pay Practice Results

- The following charts show the information collected from the survey process and compare market data to Client's pay practice information.

GENERAL INFORMATION				
	Client	Survey 25th Percentile	Survey 50th Percentile	Survey 75th Percentile
Operating Budget for FY17/18 (Million):	80.2	22.5	212.6	1340.0
Total Population Served (Million):	4.5	1.1	3.2	5.8
Number of FTEs as of June 1, 2018:	190	95	244	4,674
Effective Date of Current Pay Scale :	XXXX	XXXX - 47% of all responses XXXX - 42% of all responses XXXX or earlier - 11% of all responses		

Survey Results

Salary Data Results

- The following charts show the information collected from the survey process and compare market data to Client's pay range and actual salary information.
- Several Client jobs have been consolidated into new classifications during the classification phase of this study. Client summary comparison data may be represented by the following:
 - Actual salary: average of all incumbents in all consolidated jobs.
 - Pay range: lowest minimum and highest maximum of all consolidated job grades.
- The charts and graph includes data from all sources weighted 25% Published Data Sources and 75% Survey Data.
 - (Please note that data is weighted at 100% of data from either source/datacut if data from one or the other source is unavailable.)
- The difference from the market for each benchmark is calculated as the following:
Client data minus Market data divided by Market data.
 - A positive figure indicates that Client pays above the market.
 - A negative figure indicates that Client pays below the market.

Survey Results

Salary Data Results-Actual Salary Comparison

BM #	Benchmark Job Title	Client Actual Salary	Market 25th Actual Salary	Market 50th Actual Salary	%diff. Client&MKT 50th	Market 75th Actual Salary	%diff. Client&MKT 75th
43	Planner						
44	Planner, Senior						
45	Planner, Principal						
46	Planning Coordinator						
47	Planning Administrator						
48	Program/Project Analyst						
49	Program/Project Analyst, Senior						
50	Program/Project Analyst, Principal						
51	Program/Project Coordinator						
52	Program/Project Administrator						
53	Engineer						
54	Talent Management Generalist						
55	Talent Management Generalist, Senior						
56	Talent Management Coordinator						
Total Difference							

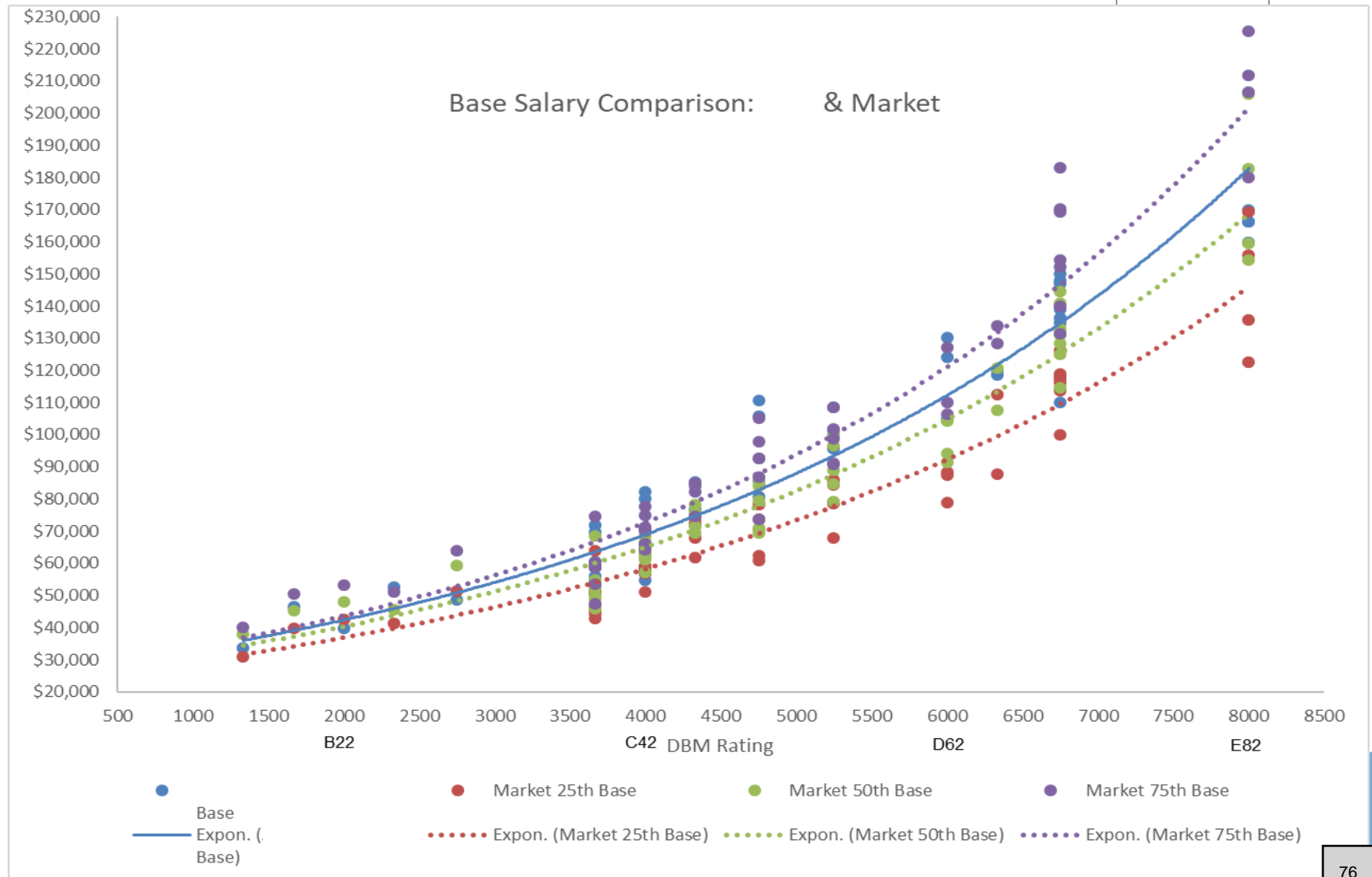


Survey Results

Results Graphs

- Graphical representations (scattergrams) of the salary and pay range comparisons are shown on the following pages.
- The graphs exhibit the salary figures (which are shown as plot-points) and the resulting pay trends (trend lines) for both the Client and the market.
- The trend lines were calculated using a statistical procedure called regression analysis, also known as “line of best fit”. It considers all the salary figures (data points) and their corresponding grades to develop one continuous pay line from the lowest level to the highest level.

Actual Salary Comparisons



Conclusions

Data Summary

- The following guidelines are used by Gallagher and recognized as accepted compensation practice when determining the competitive nature of current pay practices when compared to the market:
 - +/-5% (Highly Competitive)
 - +/-10% (Competitive)
 - +/-11-15% (Misalignment with market)
 - > +/-15% (Significant misalignment with market)

Data	Actual Salary Comparisons		Average Pay Range Comparisons		
	Median	75th Percentile	Minimum	Midpoint*	Maximum
Market	6.3%	-8.4%	-6.6%	n/a	2.3%
Market Position	Competitive	Competitive	Competitive	n/a	Highly Competitive



Recommendations

Pay Model

- Client's accepted strategy is the 75th percentile of the market actual salaries and is to be the pay target for the new pay system's midpoints.
 - Pay range minimums and maximums were calculated based on the midpoint calculated by the regression model of the DBM ratings and market data and pay range width.
- The assigned pay range of the employee will be based on the DBM[®] rating of the classification/position.
- The recommended pay plan is shown on the next page.

Recommendations

Pay Model



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Conclusions

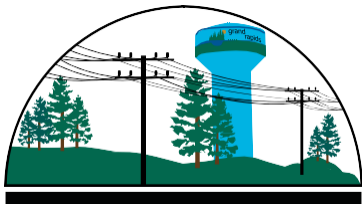
Cost to Implement

- The cost to implement each pay model is outlined on the next page and includes the cost to place all employees within the new pay ranges and at least at the minimum of the new pay ranges.
- The implementation strategy/plan is based on the following aspects:
 - No pay cuts will occur.
 - Employees will be paid within the new pay ranges meaning no employees will be paid below the minimum of the new ranges.
 - Salaries may fall above the new pay range maximum.
 - Changes to these amounts in the future will be affected by changes to the employee information provided by Client as of XXXX.
 - New employees after the allocations were made as of the end of June were allocated based on the current Client job titles and not the new classification titles.



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ADMINISTRATION DEPARTMENT MONTHLY REPORT May 2023 Commission Meeting

Office Closures

- GRPU offices will close at 2 pm on May 18, 2023 for an all-employee meeting that afternoon.
- GRPU offices will be closed on May 29, 2023 in observance of the Memorial Day holiday.

Human Resources

- Summer business intern hiring process through Personnel Dynamics currently in the works.
- Obtained an IRRR Workforce Development Grant that will offset the cost of CDL training for two GRPU employees – training class cost is \$5,990 and grant amount is \$2600 (~43%).
- Part-time Special Project Coordinator hire, Ms. Candy Carsella-Kee, for the Enterprise Resource Planning (ERP) project. (see consent agenda)
- Temporary, part-time Special Project Coordinator hire, Mr. Glen Hodgson, for the Engineering Advisor project. (see consent agenda)
- Managers Mattson, Lane, and Kennedy recently completed an 18-month MMUA Leadership Program. Manager Troumbly and HR Officer Pierzina are currently enrolled in the program. A modified 9-month version of the program will be offered to other GRPU staff beginning this fall.
- City/GRPU collaborative effort to combine current Information Systems (IS) support and form a single IS Department. (see dept head presentation)

Community Involvement

- Solar plus Battery Storage ribbon-cutting event from 2 to 6 PM on Thursday, June 29, 2023.
- Solar Plus Battery Storage presentation to local group, Grand Regional Voices, on June 3, 2023.

Governance

- Commission work session - strategic planning kickoff – 11:30 to 1:00 – Thursday, June 29, 2023
- Council/Commission work session – bus tour and joint meeting - 4 PM – Monday, August 7, 2023

Legislative

- The most recent edition of MMUA's The Capitol Letter is attached with legislative updates.



General Session Update

As the 2023 session proceeds through its last month, the flow of bill introductions has essentially dried up. The House processed only 5 new bills, and the Senate processed only 2 this past week.

The conference committee on HF 2310, the omnibus environment, natural resources, climate, and energy finance and policy bill, conducted its first meeting on Monday, May 1, although they were late in getting things going. The committee spent its first meeting doing a partial side-by-side comparison of the House and Senate versions of the bill. The rest of the week saw the completion of the comparison walk-through and the adoption of some same and similar language in the environment portion of the bill. Mostly though, the committee came each morning and immediately recessed, not returning as a full committee until early evening. To date, the only issue of some interest to municipal utilities was the adoption of funding for the Minnesota Pollution Control Agency (MPCA) to start a rule making process for PFAS.

While the hurry-up-and-wait process that dominates the conference committee process is frustrating, it does offer an opportunity to talk to individual committee members, answer questions, and provide requested information. It also affords us the opportunity to chat with the other utilities and build stronger relationships.

A correction to an issue raised in last week's *Capitol Letter* has to do with the transfer of funds from the House version of the omnibus jobs bill. The amount involved is \$100 million, not \$100,000 as first reported. Of that, \$75 million was earmarked for additional matching funds for federal grants, and \$25 million was transferred to a climate control program. This transfer is allegedly not sitting well with the Senate and may be a reason that conference committee has not finished.

The rumor that all conference committees were to have their work done and conference reports signed no later than Friday, May 5, turned out to be true, but it was not even close to being viable. The conference committees for some bills, including the tax bill, had not yet even started their work. Meanwhile, some major issues, such as paid leave for illness or taking care of another family member, were still being debated on the floor.

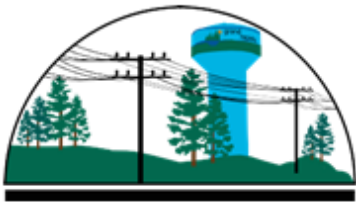
Other Issues

The Minnesota Public Utilities Commission has opened a docket to clarify which utilities will be subject to the 100% carbon-free standard. Some interpretation of the new statute by the agency will be required. MMUA will be very involved in the process.

Links/Contact

A list of all introduced bills, copies of bills both as introduced and amended, a calendar of all scheduled hearings, and other useful information can be found at the [Legislature's website](#). And be sure to check out [MMUA's Legislation Log](#) occasionally for bills of particular interest to municipal utilities.

Please contact Kent Sulem (ksulem@mmua.org) or Bill Black (bblack@mmua.org) if you have any questions or suggestions regarding the Capitol Letter or any topic reported on in any issue.



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BUSINESS SERVICES DEPARTMENT MONTHLY REPORT May 2023 Commission Meeting

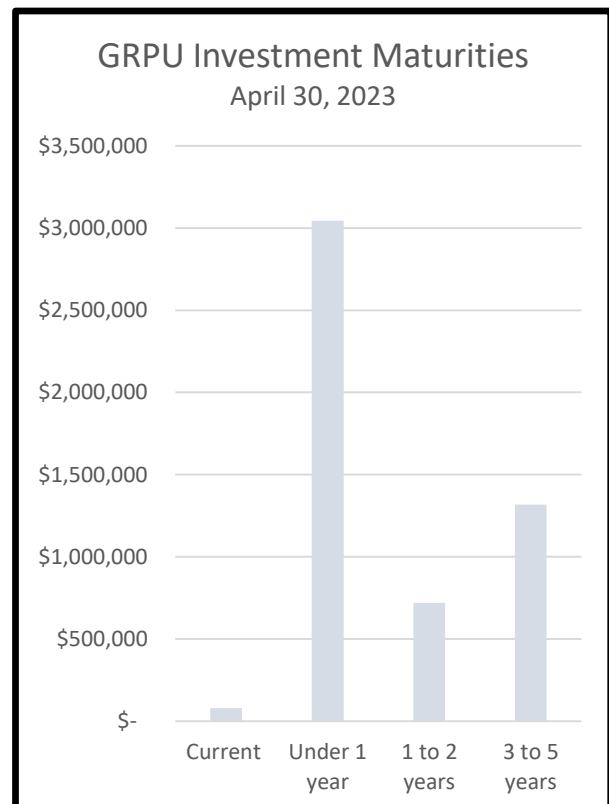
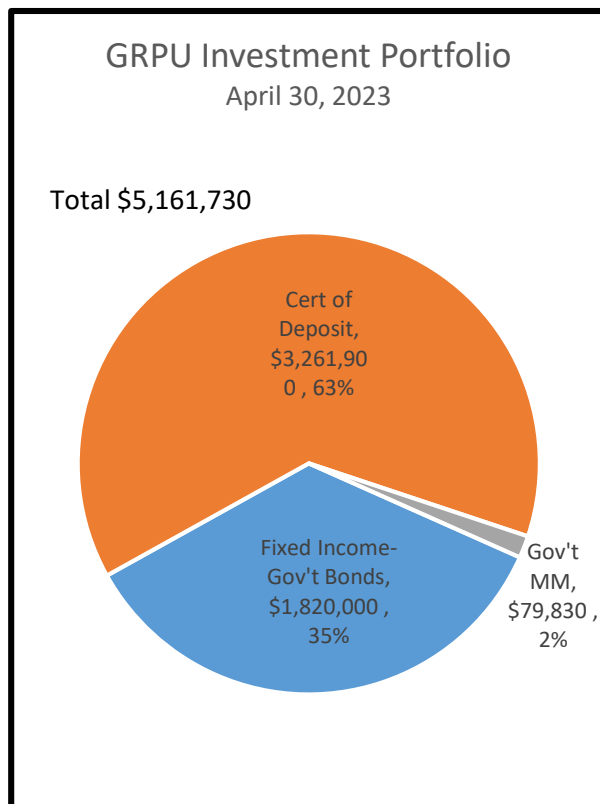
SAFETY

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 \$5,161,730 as of April 30, 2023.

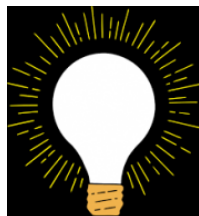
SAFETY OF ASSETS – INVESTMENTS



CUSTOMER SERVICE – CUSTOMER FOCUSED COMMUNICATION CAMPAIGNS

April 2023 focused communications – Home Energy Audits

Radio ads supporting our partnership with Frontier Energy to provide home energy audits for as low as \$25. FB Post – linked to website. Website: Program description, signing up for home energy audit (form).



Energy Audits can save you money!

May 2023 focused communications – Call Before You Dig

Radio ads reminding it is the law to call before you dig in Minnesota, stating two ways to report excavation activity. FB Post—linked to website. Supported with handouts at the service center, color coded cards explain what each color means (flag), puzzle book for kids.



**Know what's below.
Call before you dig.**

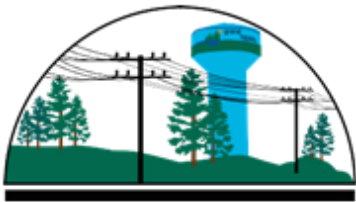
RELIABILITY – UPDATE ON NEW ENTERPRISE RESOURCES PLANNING SOFTWARE

The joint RFP was released January 6, 2023 to approximately 92 possible vendors, a pre-proposal meeting was held on February 2, 2023 and the RFP responses were due on February 10, 2023. There were approximately seven vendors who participated in the pre-proposal meeting asking very specific questions of the City and GRPU with the following 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 which is easier to access and increased reliability.

Four vendors responded to the RFP. Based on the written proposal and qualifying discussion evaluation phase, one vendor was eliminated due to limited software provided and three vendors were invited to participate in the software demonstration evaluation phase. A rubric mathematical evaluation scorecard was prepared by GFOA consultant, Craig Lesner, and the evaluation results between the vendor were very close. The evaluation team decided to invite the three software vendors to the discovery evaluation stage which is the final stage before contract negotiations.

The evaluation team is represented by 6 City and 10 GRPU team members who have actively participated in each stage of the evaluation process.



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ELECTRIC DEPARTMENT MONTHLY REPORT May 2023 Commission Meeting

Radio Safety Exercise: Itasca Country MCI at Fairgrounds

GRPU electric employees took part in a Mass Casualty Storm Event Training Exercise put on by the Itasca County Radio Users Board. Pictured: Lineman moving a power line as firefighters wait to remove tree blocking the road. The event took place in April 2023 with several local fire departments and county resources in attendance. GRPU utilizes the same radio system as emergency responders and practiced communicating following the National Incident Management System guidelines.



Solar Plus Battery Storage Project

GRPU and MP will host the Ribbon Cutting Event for the Itasca Clean Energy Solar Plus Battery Storage project from on 2 until 6 PM on Thursday, June 29, 2023. The notice is attached and more details to follow on GRPU's Facebook page and website.

Reliability Report Last Month

April had one larger event caused by a tree on Isleview Rd. 183 customers lost service for under an hour. There were a few other outages caused by animals and one caused by equipment. Crews are working on several tree trimming projects and changed some line coordination to counter repeat events.



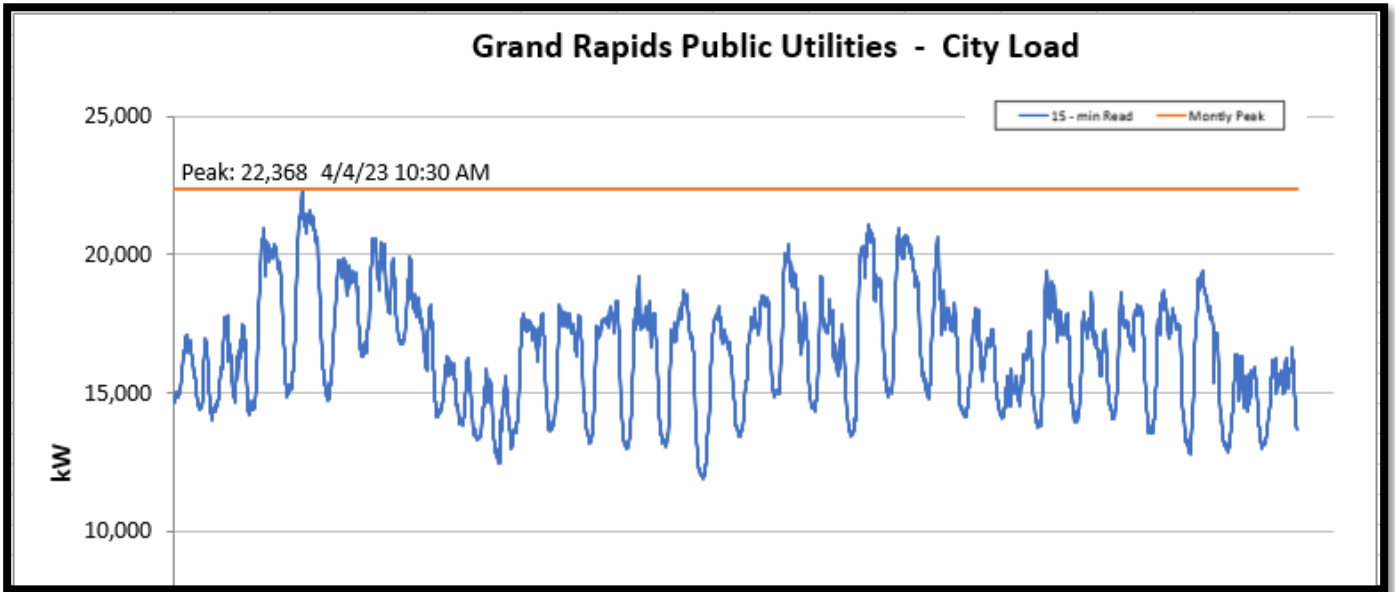
Electric Reliability Report

05/05/2023

Date Range
04/06/2023 - 04/23/2023

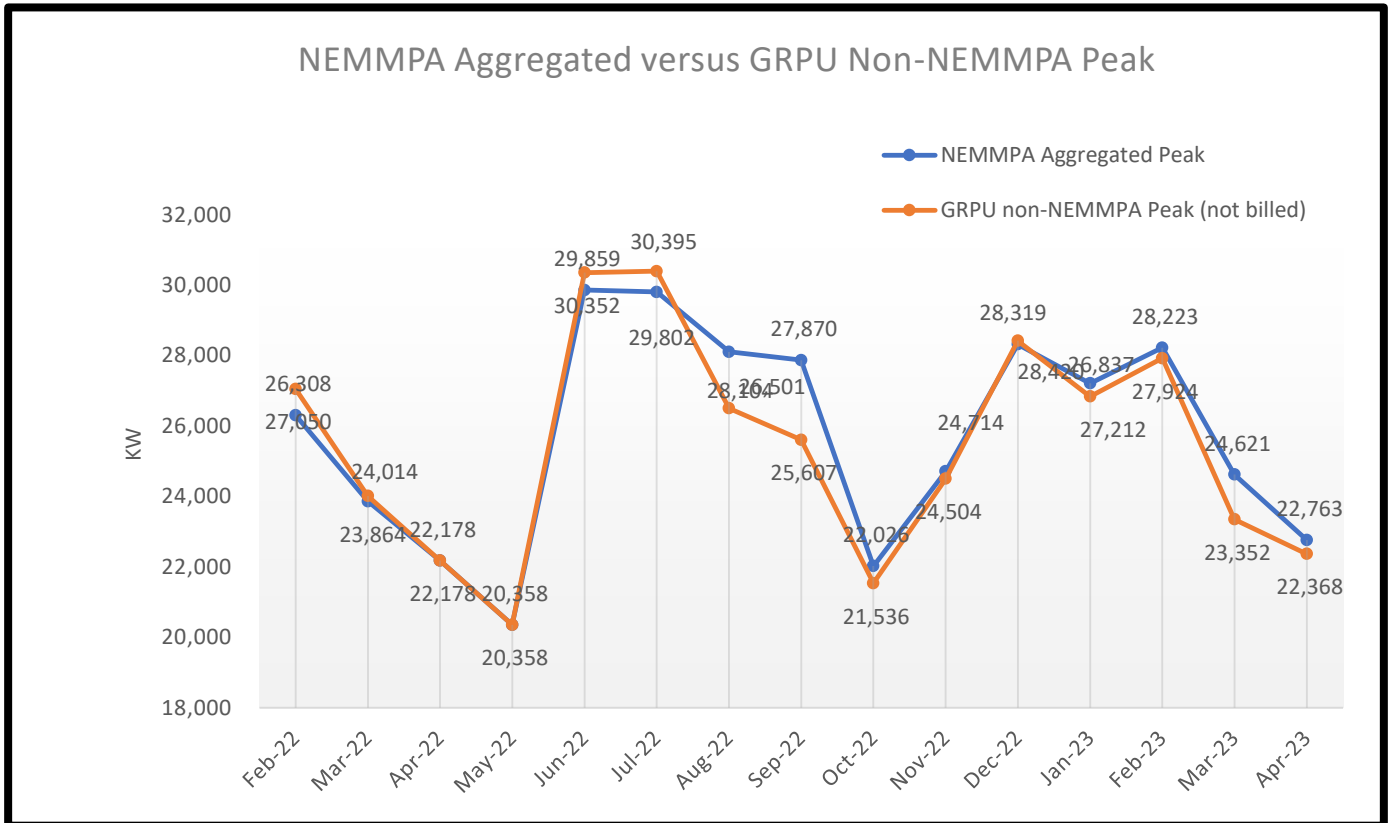
SAIDI:	0.02	Avg Minutes / Customers Served	CAIDI:	0.91	Avg Minutes / Customer Out	Total Customers Out:	194
SAIFI:	0.03	Cust Outages / Customers Served	CAIFI:	0.026	Avg Outages / Customer Out	Total Reported Hours:	3
Active:	7685	Active Electric Customers	Outages:	5	Total Number of Outages	Total Customer Hours Out:	162
ASAI:	99.99976	Average Percent System Available					

Electric Load Graph Last Month



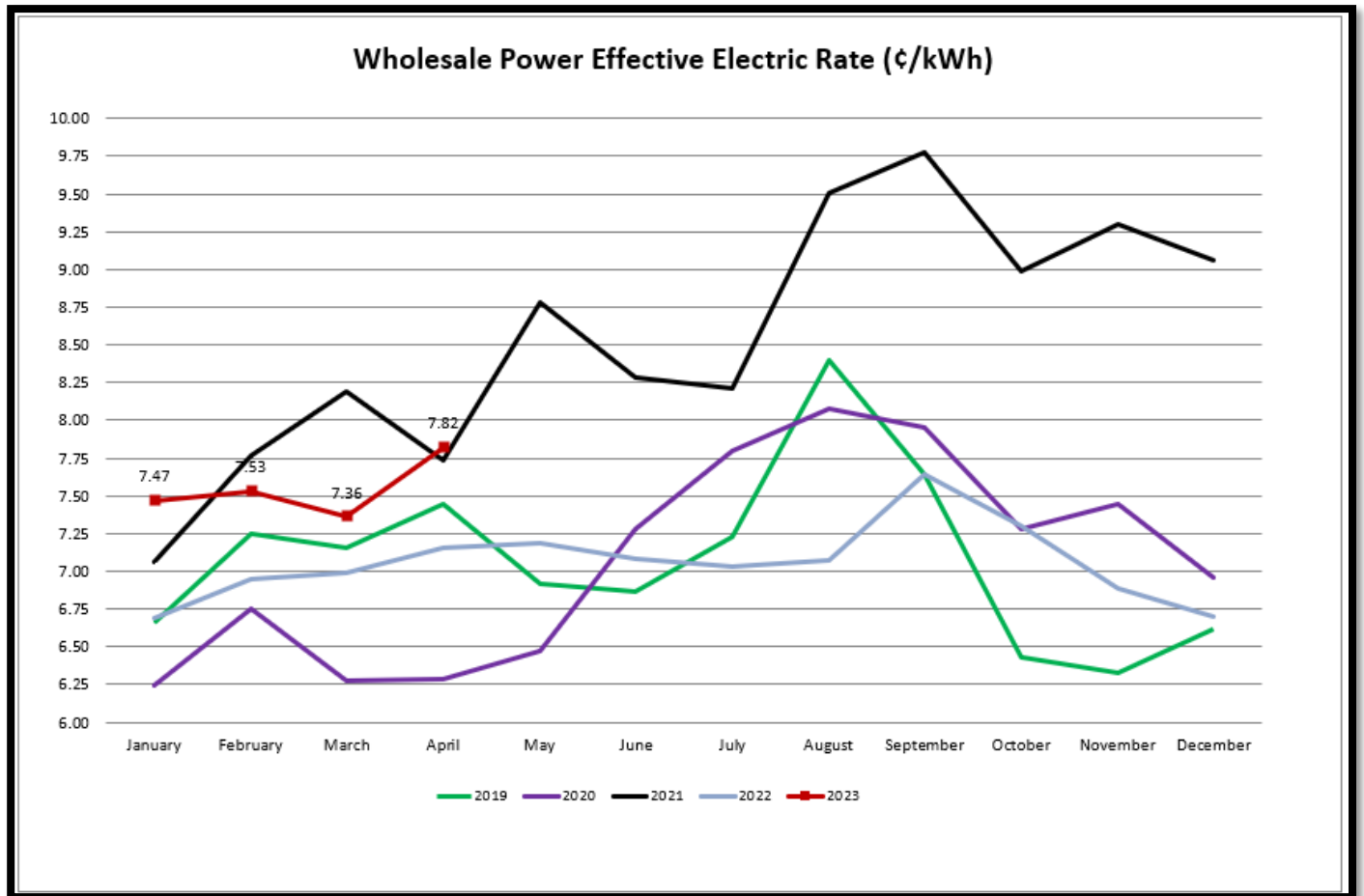
NEMMPA vs. non-NEMMPA Peak Last Month

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



Effective Wholesale Electric Power Rate Last Month

The attached graph shows the effective wholesale electric rate.



Capital and Operations Project Summary

COMMISSION REPORT CONTENTS										
Agency					Amount	Percent Spent (calc'd)	Percent			
Lead	Dept	Proj Desc	Proj #	Budget	Spent		Comple	Status		Noted Issues / Highlights
GRPU	ELEC	Distribution System Transformers	ELEC2306	\$150,000	\$0	0%	10%	In Progress		Larger order
GRPU	ELEC	Crystal Springs Conversion	ELEC2135	\$146,000	\$0	0%	0%	On Hold		trx supply chain issues - pushed to 2024
GRPU	ELEC	Reliability Upgrades	ELEC2314	\$100,000	\$0	0%	0%	Not Started		
GRPU	ELEC	Tree Trimming	EOPS	\$100,000	\$0	0%	0%	Not Started		
GRPU	ELEC	Backyard Machine	ELEC2318	\$90,000	\$0	0%	0%	Not Started		
GRPU	ELEC	OH Replacements	ELEC2304	\$60,000	\$0	0%	0%	Not Started		
GRPU	ELEC	Power Pole Replacement	ELEC2311	\$50,000	\$0	0%	0%	Not Started		
GRPU	ELEC	Distribution System Services	ELEC2301	\$40,000	\$0	0%	0%	Not Started		
GRPU	ELEC	SW 1st Avenue Conversion	ELEC2317	\$30,000	\$0	0%	0%	On Hold		trx supply chain issues - pushed to 2024
GRPU	ELEC	UG Replacements	ELEC2305	\$30,000	\$0	0%	1%	In Progress		
GRPU	ELEC	Maple Street Conversion	ELEC2316	\$29,000	\$0	0%	0%	On Hold		trx supply chain issues - pushed to 2024
GRPU	ELEC	AMI Meters	ELEC2307	\$25,000	\$0	0%	1%	In Progress		
GRPU	ELEC	Security Lighting	ELEC2303	\$13,996	\$0	0%	0%	Not Started		
GRPU	ELEC	Duel Fuel Services	ELEC2302	\$2,560	\$0	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!	1%	In Progress		
GRPU	ELEC	CSC Generator	EOPS			#DIV/0!		In Progress		2024 delivery
GRPU	ELEC	East Sub Rewire	EOPS		\$0	#DIV/0!	0%	Not Started		
City	ELEC	Forest Lake School Site Housing	EOPS			#DIV/0!		Not Started		
Developer	ELEC	Newman Campground - LaPrairie	EOPS		\$33,000	#DIV/0!	40%	In Progress		
City	ELEC	Sylvan Bay Area Reconstruction	EOPS			#DIV/0!		Not Started		

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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On Hold - waiting on some type of significant action



**Please join us for the ribbon cutting event at the new
ITASCA CLEAN ENERGY SOLAR PLUS BATTERY STORAGE facility
on June 29, 2023 from 2 to 6 p.m.**

**This event will take place on the project site at
2515 SE 7th Avenue, Grand Rapids, MN.**

Grand Rapids Public Utilities is excited to share this huge project with the community. The new facility includes a 2 Megawatt (MW) solar array paired with a 1 MW - 2.5 hour lithium ion battery surrounded by pollinator-friendly vegetation!

Please RSVP on the GRPU Facebook event page.

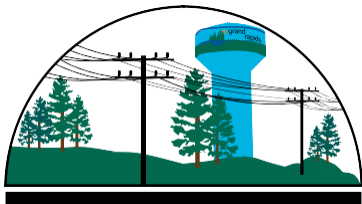
The event will include an overview from the project team followed by tours and exhibits for the whole family to enjoy throughout the day!

The project team includes:

Itasca Clean Energy Team, Grand Rapids Public Utilities, City of Grand Rapids, Iron Range Resources & Rehabilitation, Minnesota Power, and US Solar.

Follow the GRPU Facebook page for more details in the coming weeks.





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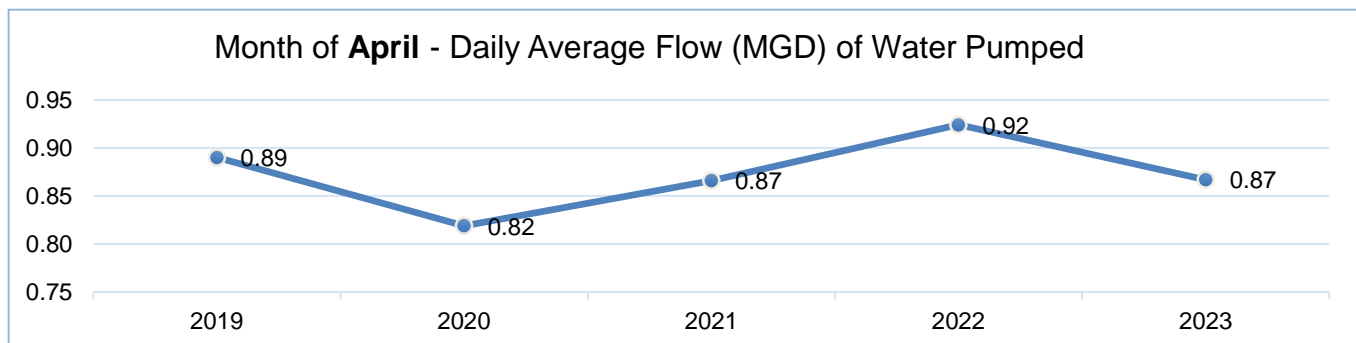
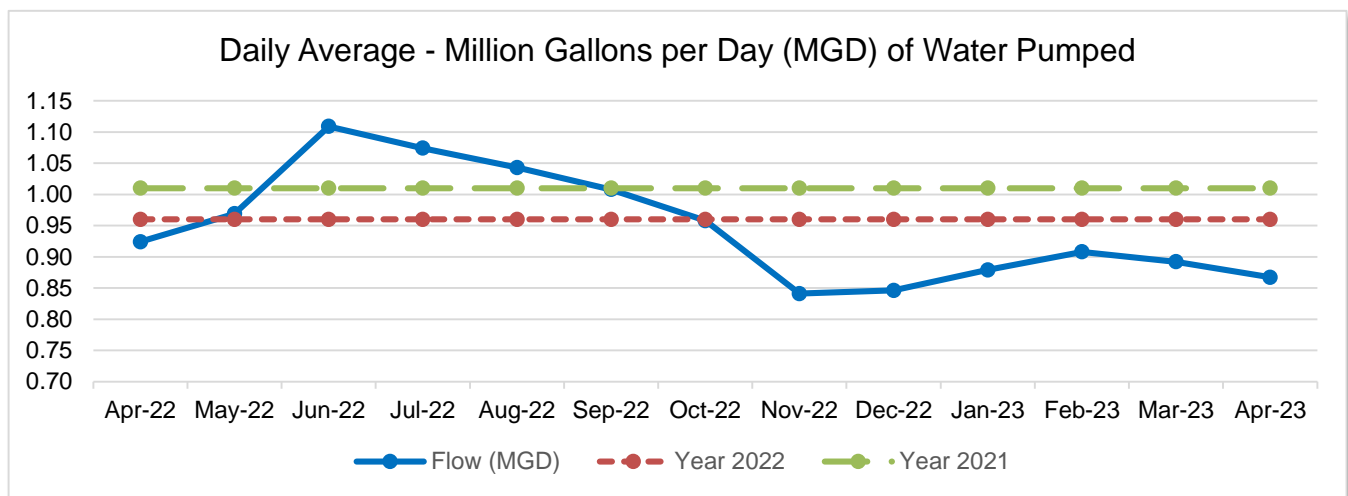
Item 13.

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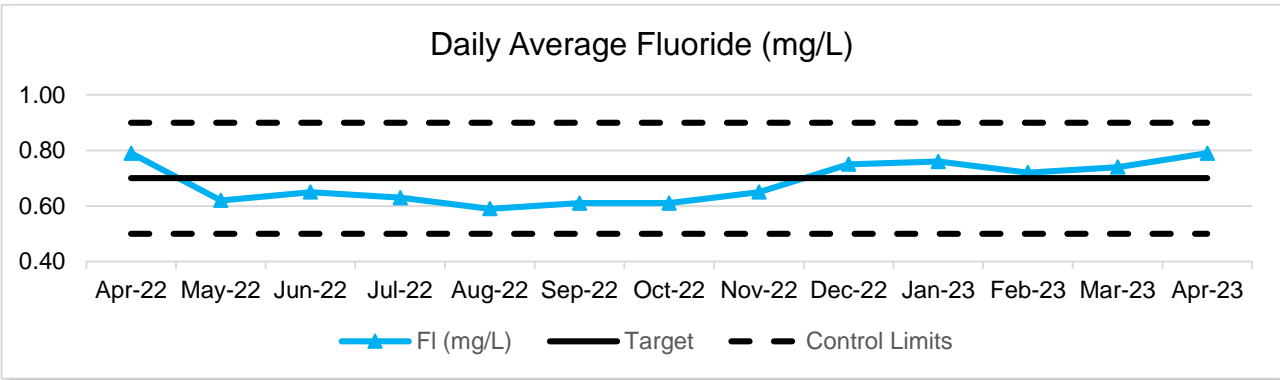
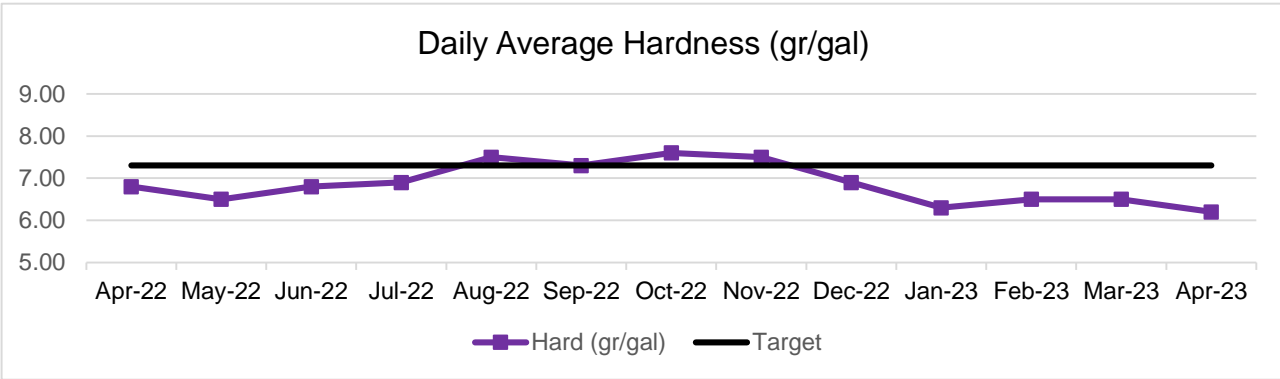
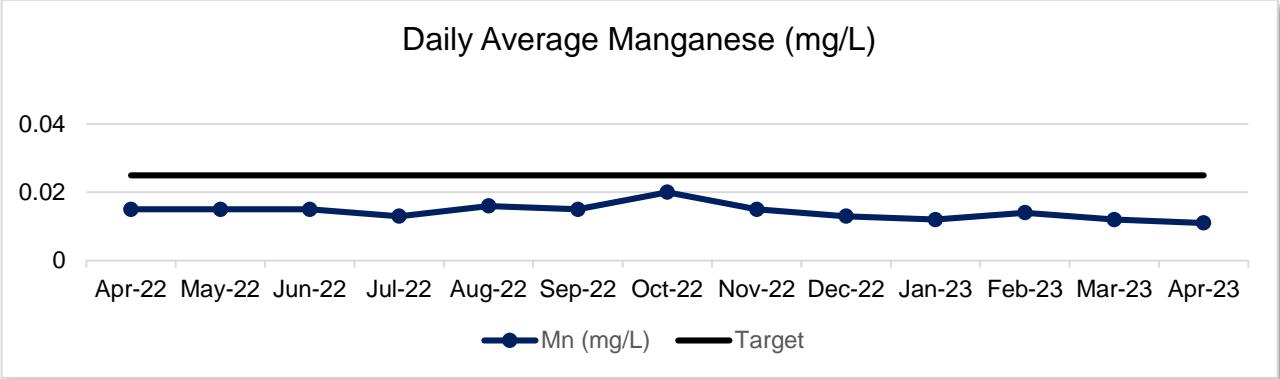
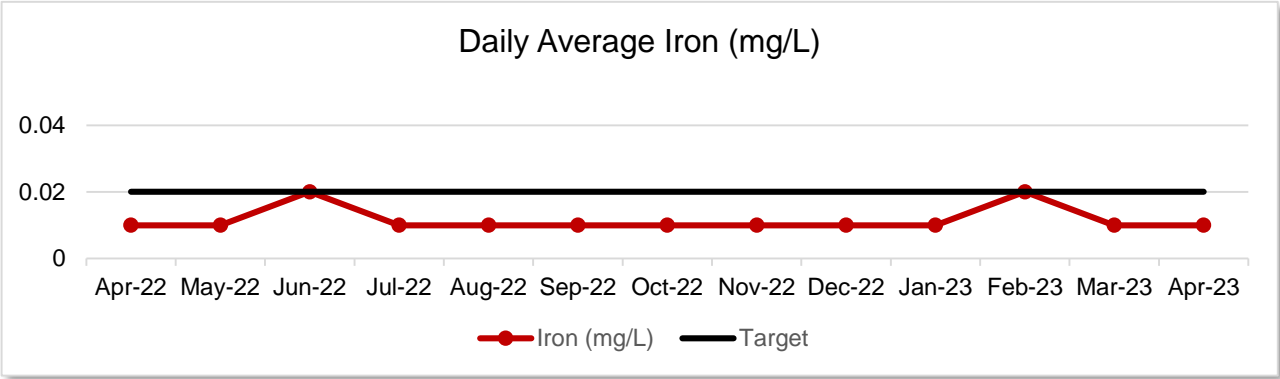
WATER UTILITY MONTHLY REPORT May 2023 Commission Meeting

Water Operations

The water plant pumped an average of 0.87 million gallons of water per day (MGD) with a peak of 1.12 million gallons during last month which is typical for this time of the year.



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

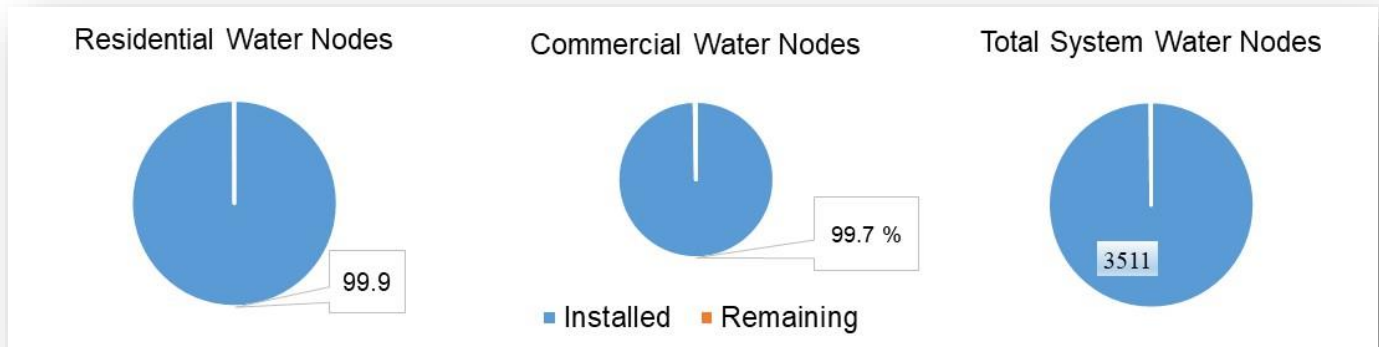


AMI Water Install Last Month

Item 13.

3

We installed no water nodes. We currently have 3512 (99%) active water nodes installed in the system. We still have 1 residential and part of one commercial install left to complete the project.



Capital and Operations Project Summary

COMMISSION REPORT CONTENTS

Agency					Amount	Percent	Percent		
Lead	Dept	Proj Desc	Proj #	Budget	Spent	Spent (calc'd)	Comple	Status	Noted Issues / Highlights
GRPU	WATER	Water Plant Renovations	WATR2213	\$4,943,400	\$0	0%	0%	Not Started	
City	WATER	Sylvan Overlays	WATR2306	\$1,202,000	\$20,000	2%	0%	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	\$0	0%	0%	Not Started	
City	WATER	Paradise Park	WATR2313	\$85,000	\$0	0%	0%	Not Started	
City	WATER	River Road Roundabout	WATR2311	\$82,455	\$0	0%	0%	Not Started	
GRPU	WATER	High Service Pump Controls	WATR2005	\$60,000	\$0	0%	0%	Not Started	
GRPU	WATER	Well 2 Rehabilitation	WATR2004	\$55,000	\$20,055	36%	0%	Not Started	
GRPU	WATER	WTP Security	WATR2108	\$43,000	\$20,874	49%	0%	Not Started	
GRPU	WATER	Mid-Tower Coating Repairs	WATR2107	\$38,000	\$0	0%	0%	Not Started	
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%	0%	Not Started	
GRPU	WATER	WTP Turbidity Meters	WATR2207	\$30,000	\$26,238	87%	15%	In Progress	
GRPU	WATER	WTP Flow Meters	WATR2204	\$30,000	\$22,030	73%	30%	In Progress	
GRPU	WATER	WTP Main Valve	WATR2212	\$22,500	\$13,403	60%	20%	In Progress	
GRPU	WATER	WTP Valve Updates	WATR2304	\$20,000	\$0	0%	5%	In Progress	
GRPU	WATER	WTP Sewage Ejector System	WATR2206	\$20,000	\$0	0%	0%	Not Started	
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	\$0	0%	10%	In Progress	
GRPU	WATER	WTP Sludge Pump	WATR2205	\$11,000	\$9,923	90%	30%	In Progress	
GRPU	WATER	Hydrant Meters	WATR2203	\$8,700	\$0	0%	0%	Not Started	
GRPU	WATER	WTP Backwash Valve	WATR2307	\$5,000	\$0	0%	0%	Not Started	

Status Definitions

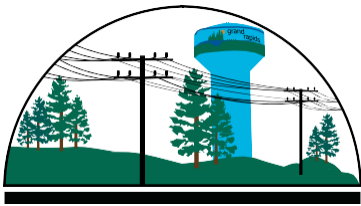
Not Started - no human or financial resources utilized

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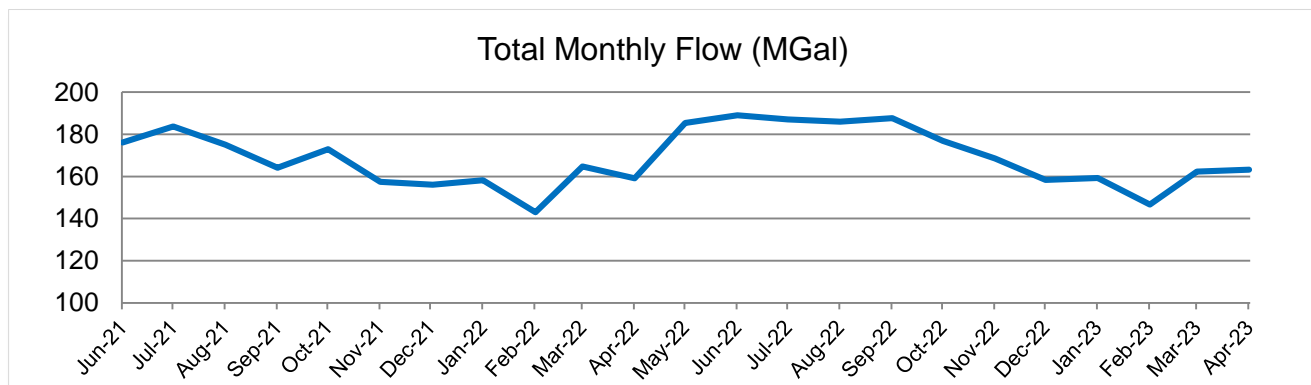
WASTEWATER UTILITY MONTHLY REPORT May 2023 Commission Meeting

Wastewater Operations

The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month. We treated 163 million gallons of water removing 99.6% of the Total Suspended Solids (TSS) and 98.3% Biochemical Oxygen Demand (cBOD).

GRPU's industrial customer had a planned extended maintenance outage this month.

Monday April 10th a neat polymer leak was discovered due to a failed fernco connection on the sight glass of one of the 7500-gallon neat polymer tanks. Two employees were quick to respond and saved 50% of the polymer as it rapidly spilled out of the 4-inch PVC line. 2,700 gallons went into the tank containment and ultimately into the primary plant. The crews did a great job managing the incident while keeping the dewatering process running without any safety incidents.



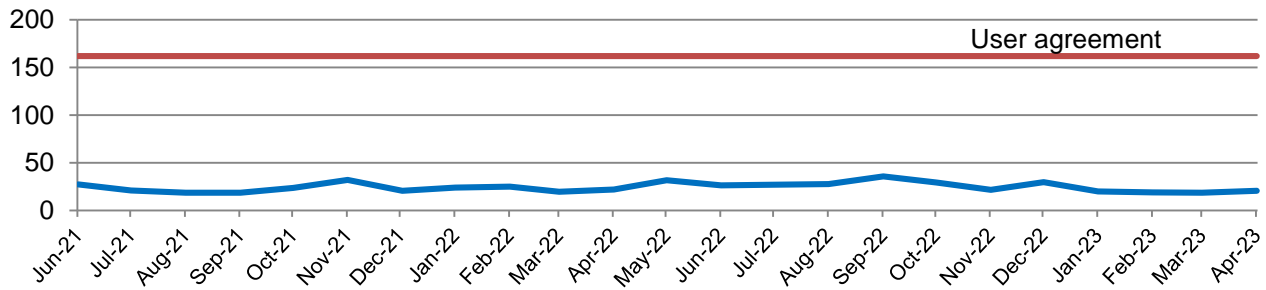
Design Limits
(monthly AVG)

Actual Results

Primary Plant

Flow (MGD)	13.25	3.5
TSS (Tons/day)	162	20.7
TSS Peak (Tons/Day)	284	102.8

Primary Plant TSS (Tons/day)



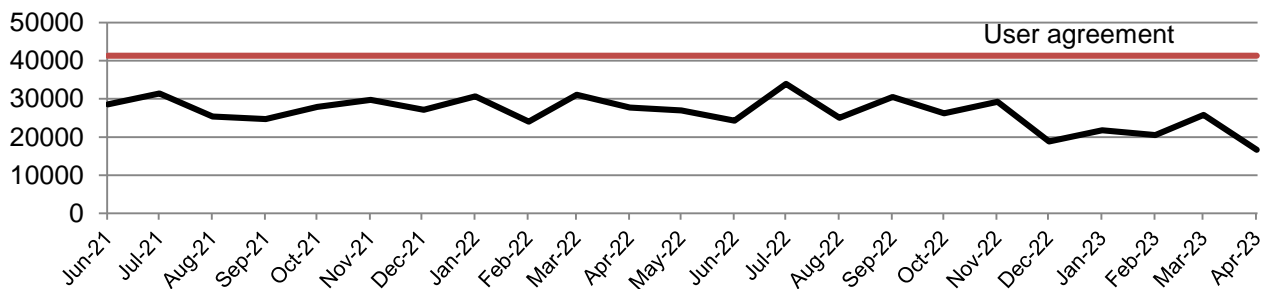
Design Limits
(monthly AVG)

Actual Results

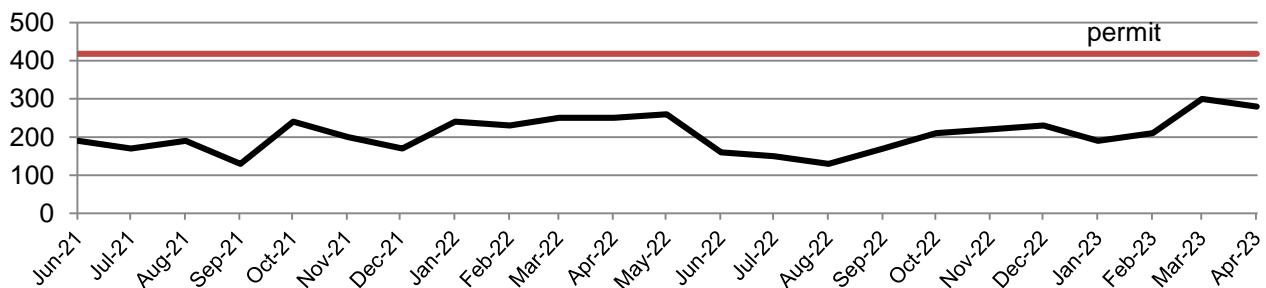
Secondary Plant

Flow (MGD)	15.25	5.4
cBOD (lbs/Day)	41,300	17,932
Peak cBOD (lbs/Day)	57,350	52,778
Zinc-weekly (ug/L)	418	280
% GRPUC		30.0%

Industrial cBOD to Secondary Plant (Lbs/day)



Zinc-weekly (ug/L)

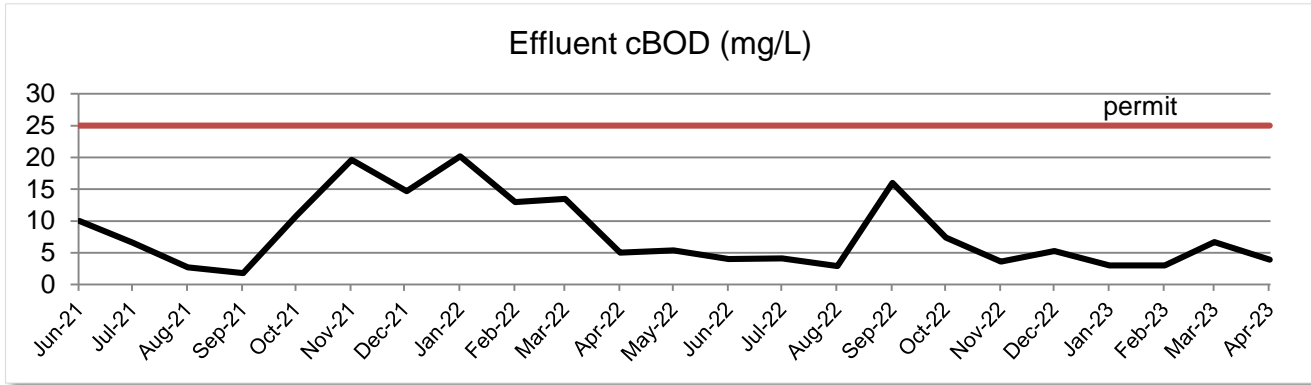
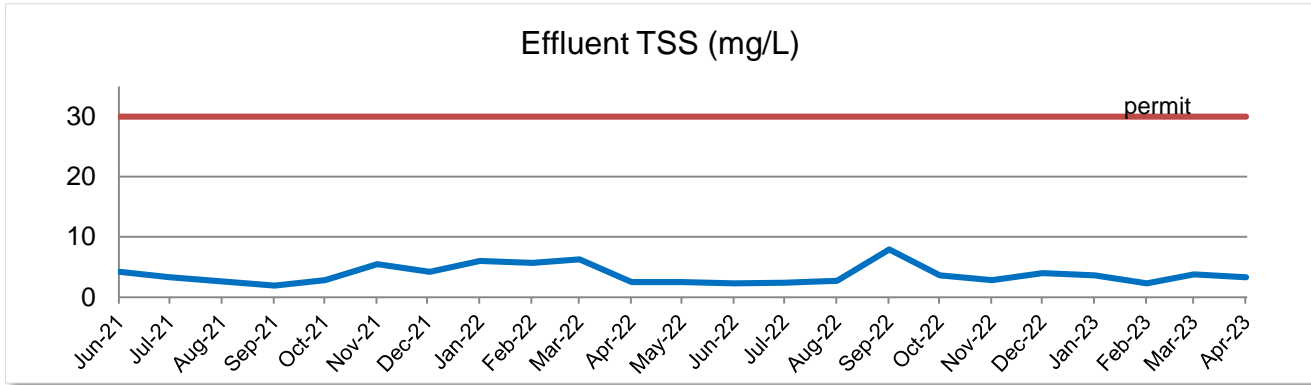


Permit Limits
(monthly AVG)

Actual Results

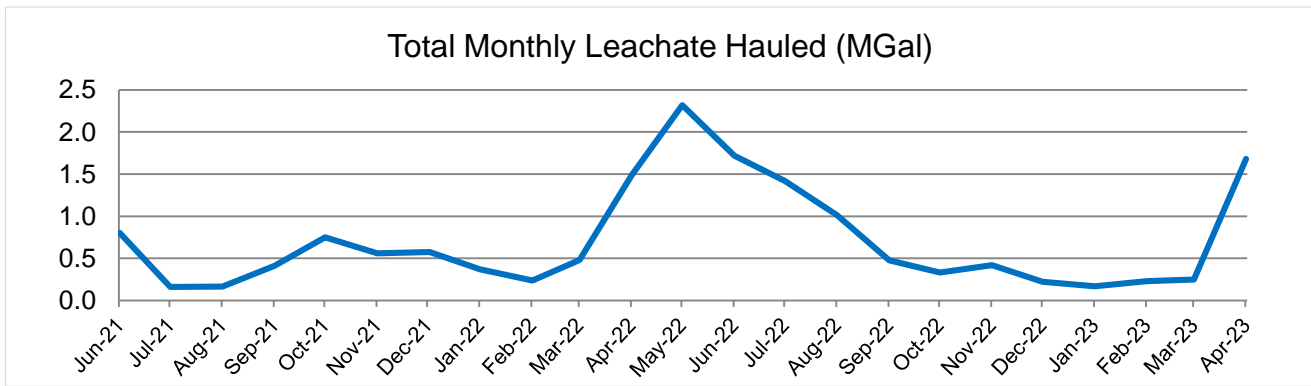
Effluent

TSS (mg/L) – monthly average	30	3.3
cBOD (mg/L) – monthly average	25	3.9
Dissolved Oxygen (mg/L)	>1.0	7.7



Sludge Landfill Operations

- 1.68 million gallons of leachate were hauled last month which is typical for spring thaw.
- 2,784 cubic yards of sludge solids were hauled to the landfill



Capital and Operations Project Summary

COMMISSION REPORT CONTENTS										
Agency	Lead	Dept	Proj Desc	Proj #	Budget	Amount Spent	Percent Spent (calc'd)	Percent Complete	Status	Noted Issues / Highlights
City		WWC	Sylvan Overlays	WWCO2310	\$1,010,000	\$0	0%	0%	Not Started	
GRPU		WWC	Category 1 - Piping Repairs	WWCO2308	\$350,000	\$0	0%	0%	Not Started	
City		WWC	River Road Roundabout	WWCO2312	\$210,959	\$0	0%	0%	Not Started	
GRPU		WWC	Jetting		\$150,000	\$2,400	2%	1%	Not Started	
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	\$0	0%	20%	In Progress	
GRPU		WWC	Lift Station Pumps	WWCO2005	\$35,000	\$34,460	98%	50%	In Progress	
GRPU		WWC	Lift Station 8 Controls Update	WWCO2601	\$35,000	\$20,100	57%	30%	In Progress	
GRPU		WWC	Lift Station 6 I/I Repairs	WWCO2307	\$35,000	\$0	0%	0%	Not Started	
GRPU		WWC	Lift Station 9 Controls Update	WWCO2304	\$35,000	\$19,100	55%	30%	In Progress	
GRPU		WWC	Lift Station 3 - Generator and Switch	WWCO2208	\$32,825	\$0	0%	20%	In Progress	
GRPU		WWC	Lift Station 2 Pump	WWCO2305	\$25,000	\$0	0%	0%	Not Started	
GRPU		WWC	Clinic Lift Alarm Agent	WWCO2103	\$20,000	\$8,085	40%	50%	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%	5%	In Progress	
GRPU		WWT	Secondary Aeration Basin Mixer Repa	WWSP1804	\$175,000	\$0	0%	0%	Not Started	
GRPU		WWT	Rebuild Domestic Screen	WWDO1801	\$150,000	\$0	0%	0%	Not Started	
GRPU		WWT	Replace Fiber ASV to CSC	WWSC2301	\$54,000	\$0	0%	0%	Not Started	
GRPU		WWT	Bleach Tank Replacement	WWSP2302	\$50,000	\$34,140	68%	35%	In Progress	
GRPU		WWT	Sludge Screw Conveyor - Screw	WWPP2103	\$50,000	\$0	0%	0%	Not Started	
GRPU		WWT	Demo of old Primary Plant	WWPP2001	\$50,000	\$0	0%	0%	Not Started	
GRPU		WWT	Trash Compactor	WWDO2302	\$50,000	\$0	0%	0%	Not Started	
GRPU		WWT	Painting Primary Clarifiers	WWPP2003	\$40,000	\$0	0%	0%	Not Started	
GRPU		WWT	Primary Plant Sludge Pumps	WWPP2303	\$28,000	\$0	0%	0%	Not Started	
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%	0%	Not Started	
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%	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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Grand Rapids Public Utilities

May 10, 2023 Commission Meeting

Department Head Presentation

Julie Kennedy – General Manager



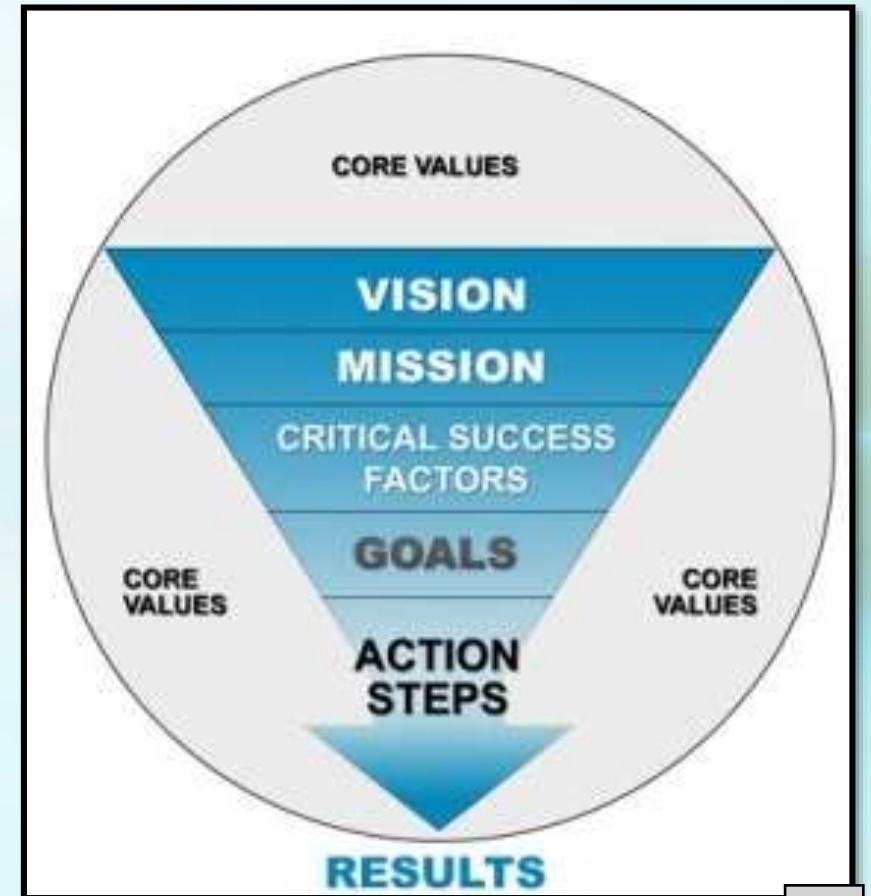
May 10 Administration Department Presentation Topics

Item 15.

1. GRPU / City Collaboration



2. GRPU Strategic Planning



“We share the same customers; they pay utility bills from one pocket and taxes from the other. I feel it’s our duty to collaborate whenever possible in order to be as efficient as we possibly can be for them.”



Collaborative Efforts

- Governance
- Projects
- Personnel

GRPU / City Collaboration - Governance

Item 15.

Joint Commission / Council Meeting

Monday, August 7 (afternoon – exact time TBD)

Tentative Agenda

- Citywide bus tour to view projects
- Franchise Fees
- Other suggestions



GRPU / City Collaboration - Personnel

Item 15.

****2017-18****

Geographic Information Systems (GIS) & Locating Employees

1 GRPU + 2 City Employees, collectively funded by GRPU and City

****NOV 2022****

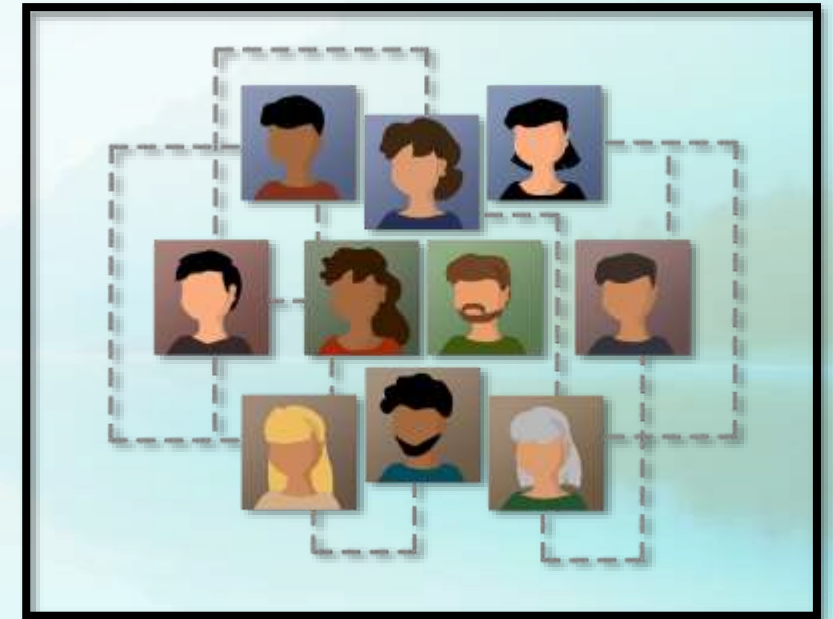
Human Resources

City Employee, funded by GRPU and City

****JAN 2023****

Information Technology (IT) Department

3 City Employees, collectively funded by GRPU and City



GRPU / City Collaboration - Projects

Item 15.

Financial Auditors

Combined RFP and contract proposed for Fall 2023

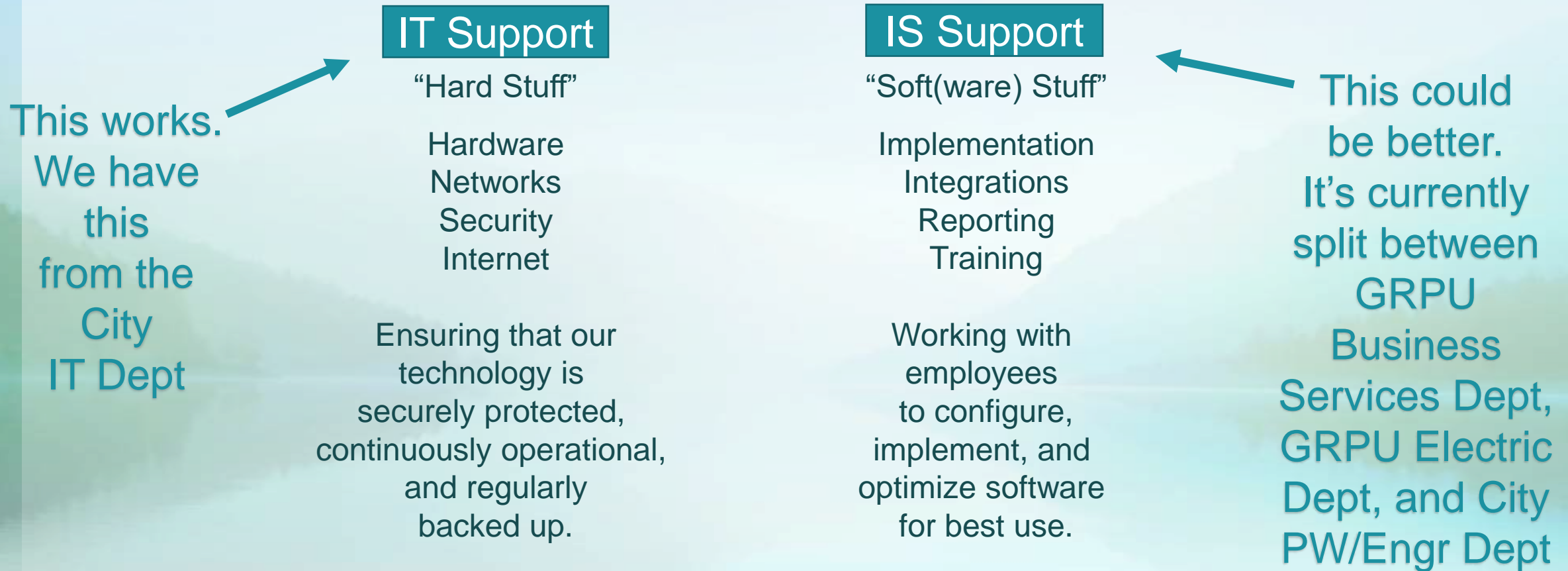
Infrastructure Capital Planning - Street, Storm, Electric, Water, Sewer
Regular joint planning sessions and project planning

Enterprise Resource Planning (ERP) Software
Combined RFP, vetting, and purchase
1 PT GRPU employee, funded by GRPU & City



GRPU / City Collaboration – Personnel, Technology Support

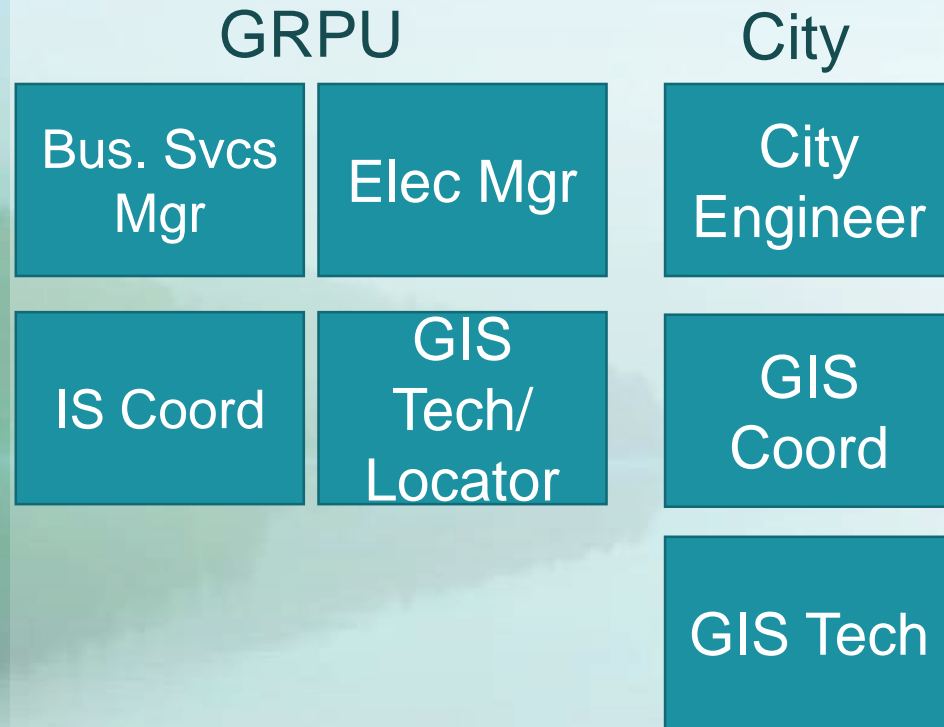
Item 15.



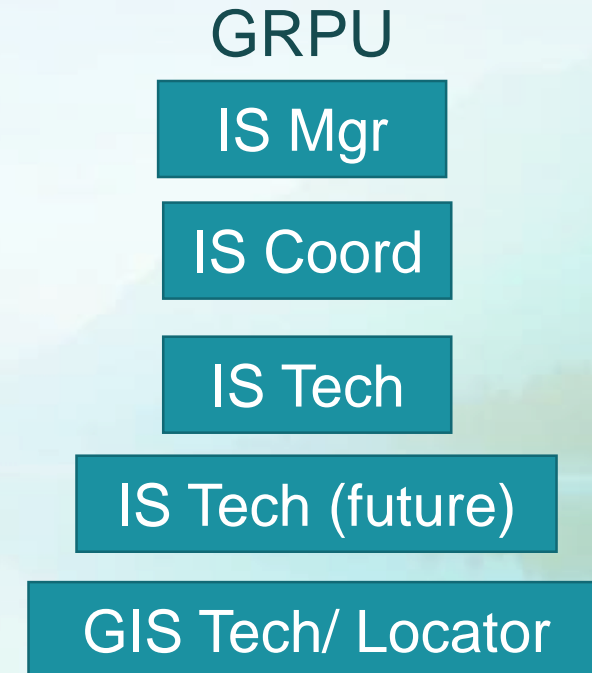
GRPU / City Collaboration – Personnel, Technology

Item 15.

Existing IS Personnel



Proposed IS Personnel



GRPU / City Collaboration – Personnel, Technology

Item 15.

Result

GRPU IS Department

IS Manager

IS Coordinator

IS Technician

IS Tech (future)

GIS Tech/ Locator

Providing support to both entities

City IT Department

IT Director

Asst IT Director

IT Network Tech

Providing support to both entities

2023 GRPU Strategic Planning

Item 15.



Facilitated and prepared by MMUA CEO Karleen Kos

June 29 11:30 to 1:00 Kick Off Meeting
Commission, management team present to listen

July/August – Data Collection/Reports/Surveys
MMUA guidance, GRPU staff preparation

Sept 26 - 1:00 to 5:00 Planning Session 1
Sept 27 - 8:30 to 12:30 Planning Session 2
Commission, management team present to listen

Nov 8 - 2:30-3:30 Final Plan Meeting
Commission, management team present to listen

Nov 9 - 9 to 12 Plan & Scorecard Implementation
Management team

Questions / Comments

May 10, 2023 Commission Meeting

Department Head Presentation

Julie Kennedy – General Manager

