



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING AGENDA

Thursday, October 29, 2026

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 Thursday, October 29, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL:

PUBLIC FORUM:

APPROVAL OF MINUTES:

1. Consider a motion to approve the August 19, 2026 Work Session, the September 9, 2026 Work Session and the September 23, 2026 Regular Meeting Minutes.

VERIFIED CLAIMS:

2. Consider a motion to approve \$542,851.56 in verified claims for October 2026.

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.

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.

OPERATIONS & CAPITAL BUSINESS:

3. Consider a motion to approve Resolution Number 10-28-26-07 adopting the Operating Reserve policy.
4. Consider a motion to approve the Compliance and Programs Manager job description and authorize an internal posting and external recruitment process, if needed.

CONTRACTS:

REPORTS:

ADJOURNMENT:

The next Work Session is scheduled for Tuesday, November 10, 2026 at 3:00 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, November 25, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.



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

Wednesday, August 19, 2026

4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Work Session Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, August 19, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

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

CALL OF ROLL:

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

OTHERS: Steve Mattson, Michael LeClaire, Taylor Bird, Jean Lane, Megan Sjostrand

BUSINESS:

1. Consider a motion to approve \$2,667,164.00 in verified claims for July and August 2026.

Motion made by Council Representative Blake, Seconded by Secretary Francisco to approve \$2,667,164.00 in verified claims for July and August 2026.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

2. Operations & Capital Updates

GRPU staff gave a presentation on Operations & Capital Updates.

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:15PM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand



GRAND RAPIDS PUBLIC UTILITIES COMMISSION WORK SESSION MEETING MINUTES

Wednesday, September 09, 2026

4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Work Session Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, September 9, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

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

CALL OF ROLL:

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

ABSENT: Commissioner Rick Smith, Council Representative Rick Blake with notice.

OTHERS: Julie Kennedy, Michael LeClaire, Taylor Bird, Brett Dickie, Morgan Salo from Bolton & Menk

BUSINESS:

1. Consider a motion to approve \$1,112,931.81 in verified claims for August and September 2026.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve \$1,112,931.81 in verified claims for August and September 2026.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug

2. Water Treatment Plant Renovation Project Update

Morgan Salo gave an update on the Water Treatment Plant renovation.

3. Operations & Capital Updates

GRPU staff have a presentation on Operations & Capital Updates

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:00 PM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, September 23, 2026

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, September 23, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

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

CALL OF ROLL:

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

OTHERS: Julie Kennedy, Michael LeClaire, Taylor Bird, Megan Sjostrand

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the August 10, 2026 Special Meeting and the August 26, 2026 Special Work Session and Regular Meeting Minutes.

Motion made by Commissioner Smith, Seconded by Council Representative Blake to approve the August 10, 2026 Special Meeting.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

Motion made by Commissioner Saxhaug, Seconded by Council Representative Blake to approve the August 26, 2026 Special Work Session and Regular Meeting Minutes.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,957,102.68 in verified claims for September 2026.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve \$1,957,102.68 in verified claims for September 2026.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

COMMISSION REPORTS:

Council Representative Blake reported that he attended the first blast at Mesabi Metallica and that production is expected to begin soon.

President Stanley recognized Commissioner Smith for being selected to participate in Leadership Minnesota. Commissioner Smith shared that the program, offered through the Minnesota Chamber of Commerce, brings together approximately 40 business leaders from across the state to tour businesses and facilities and learn more about Minnesota's economy and industries.

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 Secretary Francisco, Seconded by Commissioner Saxhaug to approve the consent agenda as presented.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

3. Consider a motion to ratify Ordering Document US-22401761 with Oracle in the amount of \$13,889.00 to update the mapping for the NS4G employer-paid expense accounts.

Approved on consent agenda.

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

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

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

OPERATIONS & CAPITAL BUSINESS:

4. Consider a motion to confirm the hiring of Emma Braford as a temporary, part-time GIS Technician Intern.

Motion made by Commissioner Smith, Seconded by Council Representative Blake to confirm the hiring of Emma Braford as a temporary, part-time GIS Technician Intern.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

5. Operations & Capital Updates

GRPU staff presented the Operations & Capital Updates.

CONTRACTS:

6. Consider a motion to approve the fourth amendment to the antenna lease agreement with AT&T for the north water tower and authorize the General Manager to sign the contract.

Motion made by Council Representative Blake, Seconded by Commissioner Saxhaug to approve the fourth amendment to the antenna lease agreement with AT&T for the north water tower and authorize the General Manager to sign the contract.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

7. Consider a motion to approve the procurement contract with Cannon Technologies Inc. (Eaton) for the purchase of 200 RF Gen 2 Water Nodes in the amount of \$32,240 and allow the General Manager to sign the contract.

Motion made by Commissioner Smith, Seconded by Council Representative Blake to approve the procurement contract with Cannon Technologies Inc. (Eaton) for the purchase of 200 RF Gen 2 Water Nodes in the amount of \$32,240 and allow the General Manager to sign the contract.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

REPORTS:

8. Monthly Report

Reviewed the GRPU Monthly Reports.

ADJOURNMENT:

There being no further business, the meeting adjourned at 4:46 PM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 28, 2026

AGENDA ITEM: Consider a motion to approve \$542,851.56 in verified claims for October 2026.

PREPARED BY: Taylor Bird, Finance Manager

BACKGROUND:

See attached check registers:

Bill list:	\$92,672.09
Bill payments with prior approval:	\$450,179.47
Total	\$542,851.56

RECOMMENDATION:

Approve \$542,851.56 in verified claims for October 2026.

Grand Rapids Public Utilities
Meeting Date: 10/28/26
Checks/Auto/EFT: 10/9/26-10/22/26
PUC: Bill Paymetns w/ Prior Approval

Item 2.

PUC Meeting Identifier	Name	Sum of Bill Amount
Prior Approval	V00048 Emergent Software LLC	1,997.85
Prior Approval	V00122 RMB Environmental Laboratories Incorporated	2,612.20
Prior Approval	V00164 United States Treasury	21.70
Prior Approval	V00181 Wells Fargo Pcard	16,779.25
Prior Approval	V00184 Rob's Bobcat	40,000.00
Prior Approval	V00285 Frontier Energy Incorporated	6,142.64
Prior Approval	V00392 mPower Technologies Incorporated	8,225.00
Prior Approval	V00428 Central McGowan	3,206.35
Prior Approval	V00678 Busy Bees Quality Cleaning Services Incorporated	375.00
Prior Approval	V00734 MN Department of Revenue	84,940.00
Prior Approval	V00755 MN Power	5,000.00
Prior Approval	V01144 Gopher State One Call	206.55
Prior Approval	V01159 Hawkins Water Treatment Group	22,196.40
Prior Approval	V01210 Hach Chemicals	849.18
Prior Approval	V01353 Viking Electric Supply Incorporated	1,212.34
Prior Approval	V01608 Nalco Chemical Company	585.84
Prior Approval	V01632 Wesco	1,146.00
Prior Approval	V01916 Davis Petroleum	1,719.66
Prior Approval	V01930 Lakehead Constructors Incorporated	26,309.53
Prior Approval	V02578 WEX Health	1,019.00
Prior Approval	V02619 Rapid Garage Door	329.00
Prior Approval	V02850 McMaster Carr	133.94
Prior Approval	V02870 Bolton and Menk Inc	4,572.50
Prior Approval	V02892 Radtke James	5,344.20
Prior Approval	V02941 North Central Laboratories	411.59
Prior Approval	V03135 Procise Solutions Inc	3,561.25
Prior Approval	V03166 Grainger	4,482.86
Prior Approval	V03330 SEH	850.00
Prior Approval	V03357 US Bank Equipment Finance	243.11
Prior Approval	V03908 Lake States Constructions LLC	93,869.02
Prior Approval	V04135 Treasure Bay Printing	485.00
Prior Approval	V04267 Green Again Lawn & Landscape	7,500.00
Prior Approval	V04333 Border States Electric	89,599.14
Prior Approval	V04340 Fastenal Company	2,601.76
Prior Approval	V04456 Advanced Analytical Solutions LLC	156.74
Prior Approval	V04528 MacroSource LLC	11,494.87
Total		450,179.47

Grand Rapids Public Utilities

Meeting Date: 10/28/26

GRPU: Bill List

Item 2.

PUC Meeting Identifier	Vendor	Vendor Name	Payment Amount
Commission Meeting	218 Electric LLC	218 Electric LLC	2,760.00
Commission Meeting	City of Grand Rapids	City of Grand Rapids	9,109.76
Commission Meeting	Climate Makers Incorporated	Climate Makers Incorporated	2,991.06
Commission Meeting	Dakota Supply Group	Dakota Supply Group	1,127.89
Commission Meeting	Ingersoll Rand Industrial	Ingersoll Rand Industrial	3,428.38
Commission Meeting	Polydyne Incorporated	Polydyne Incorporated	73,255.00
Total			92,672.09



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 28, 2026

AGENDA ITEM: Consider a motion to approve Resolution Number 10-28-26-07 adopting the Operating Reserve policy.

PREPARED BY: Taylor Bird, Finance Manager

BACKGROUND:

In 2023, the Grand Rapids Public Utilities Commission discussed the establishment of an Operating Reserve Policy; however, the policy was not formally adopted as GRPUC began the implementation of its new Oracle and SpryPoint systems.

While GRPUC maintains cash and investment balances, operating reserves have not been formally established. The proposed Operating Reserve Policy establishes a framework for maintaining adequate operating reserves for the Electric, Water, and Wastewater utilities to address unexpected operating expenses, revenue fluctuations, and operating contingencies.

The policy establishes an operating reserve target equal to three (3) months, or twenty-five percent (25%), of the previous fiscal year's audited annual operating expenses for each utility. Reserve requirements will be calculated annually following completion of the financial audit and monitored by the Finance Department. The policy also outlines procedures for addressing reserve deficiencies and allows excess operating reserves to be transferred to the respective Utility Asset Replacement Reserve accounts.

RECOMMENDATION:

Adopt Resolution Number 10-28-26-07 establishing the Operating Reserve policy.



COMMISSION POLICY

Operating Reserve

Category: Business Services	Subcategory:	Policy Number:
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A. Scope

The GRPUC maintains accumulated Operating Reserves for the Electric, Water, and Wastewater Collection (Sanitary Sewer and domestic treatment) utilities to manage operating contingencies, unexpected operating expenses, and fluctuations in operating revenues.

B. Policy Statement

The Grand Rapids Public Utilities Commission (GRPUC) has established a reasonable accumulated Operating Reserve target to ensure adequate funding for operating contingencies, unexpected operating expenses, and financial stability while mitigating impacts on ratepayers. The target is to maintain Operating Reserves equal to three (3) months, or twenty-five percent (25%), of the previous fiscal year's audited annual operating expenses for each utility.

From time to time, unplanned surpluses may be generated in a given year, causing accumulated Operating Reserves to exceed the established target. Any amounts exceeding the required Operating Reserve may be transferred to the respective Utility Asset Replacement Reserve subaccount to support that utility's capital program.

C. Objectives

The purpose of this policy is to ensure that each utility maintains adequate Operating Reserves to address unexpected operating expenses, revenue fluctuations, and operating contingencies. Any surplus exceeding the established Operating Reserve requirement may be transferred to the respective Utility Asset Replacement Reserve subaccount.

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

D. Definitions

Operating Reserve – Nonrestricted cash and short-term investments (if applicable).

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

E. Principles - Size of Reserve

The GRPUC's goal is to maintain the accumulated Utilities' Operating Reserve at a fixed dollar amount of three (3) months operating expenses for water, sewer collection, and electric utilities.

Annual Reserve Calculation: The Finance Department shall annually calculate the required Operating Reserve for each utility based on three (3) months, or twenty-five percent (25%), of the previous fiscal year's audited annual operating expenses. The calculation shall be completed following the issuance of the annual audited financial statements and reviewed with the General Manager.

Any unplanned surplus earned in a given year will be transferred to an accumulated Utilities Asset Replacement Reserve sub-account to support the GRPUC's capital program. Electric, Water, and Wastewater Collection (Sanity Sewer & domestic treatment) each shall have a separate Utilities Asset Replacement Reserve subaccount.

GRPUC's Finance Department will monitor long-range financial forecasts to determine whether each utility is expected to maintain its established Operating Reserve requirement. If a utility's Operating Reserve falls below, or is projected to fall below, the established requirement, the Finance Manager will notify the General Manager. The General Manager will propose a plan to restore the Operating Reserve to the required level.

GRPUC will review and approve the plan as part of the annual budget process. GRPUC will make reasonable efforts to restore Operating Reserves to the required level within one budget cycle, when practical.

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

F. Authority

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

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

GRPU Commissioner

GRPU Commissioner

POLICY HISTORY:

Adopted:

Revised:

GRAND RAPIDS PUBLIC UTILITIES COMMISSION

RESOLUTION NO. 10-28-26-07

ADOPT OPERATING RESERVE POLICY AND DELEGATE
AUTHORITY

WHEREAS, the Grand Rapids Public Utilities Commission (GRPUC) recognizes the importance of maintaining adequate operating reserves for the Electric, Water, and Wastewater utilities to address unexpected operating expenses, revenue fluctuations, and operating contingencies; and

WHEREAS, GRPUC desires to establish a formal Operating Reserve Policy to promote financial stability and mitigate potential impacts on ratepayers; and

WHEREAS, the proposed Operating Reserve Policy establishes a reserve target equal to three (3) months, or twenty-five percent (25%), of the previous fiscal year's audited annual operating expenses for each utility; and

WHEREAS, the policy establishes procedures for annually calculating reserve requirements, monitoring operating reserve balances, and addressing reserve deficiencies;

NOW, THEREFORE, BE IT RESOLVED, that the Grand Rapids Public Utilities Commission hereby adopts the Operating Reserve Policy as presented, and authorizes the General Manager to administer the policy in accordance with its provisions

Adopted this 28th day of October 2026.

GRPUC Commissioner

Witness:

GRPUC Commissioner



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 28, 2026

AGENDA ITEM: Consider a motion to approve the Compliance and Programs Manager job description and authorize an internal posting and external recruitment process, if needed.

PREPARED BY: Megan Sjostrand, Executive/HR Assistant

BACKGROUND:

Over the past several months, staff, the personnel committee, and the Commission have been actively reviewing the organizational restructuring process which is part of the FM 6 goal established by the Commission in the 2026-2030 strategic plan. As discussed during the July work session, GRPU HR and management staff recommend re-aligning the duties of the electric and water-wastewater manager positions into new roles: Operations Manager and Compliance and Program Manager. This restructuring is designed to achieve better alignment and focus on the essential service demands that our organization must meet.

GRPU is currently in the recruitment process for the Operations Manager position. The Compliance and Programs Manager job description is attached for your review. GRPU staff recommend moving forward with posting the Compliance and Programs Manager position at this time to begin the recruitment process.

RECOMMENDATION:

Approve the Compliance and Programs Manager job description and authorize an internal posting and external recruitment process, if needed.



Grand Rapids Public Utilities
 500 SE 4th Street
 Grand Rapids, MN 55744
 218-326-7189
HR@grpuc.org

Job Description

Compliance & Programs Manager

Position Title: Compliance & Programs Manager

Department: Administration

FLSA Status: Exempt

Pay Grade: 7

State Job Match: Utilities Superintendent, Electric Distribution Supervisor, Program Administrator

Date: August 2026

Commission Approval Date: October 28, 2026

Primary Objective of Position

Under limited supervision of the General Manager, the Compliance & Programs Manager performs professional, technical, and administrative work related to compliance, program management, process improvement, and long-range operational planning for the Utility's electric, water, and wastewater systems.

The position monitors regulatory requirements and industry best practices; audits and evaluates Utility programs and internal processes and identifies opportunities to improve efficiency, safety, and effectiveness. The position develops and evaluates programs and performance, analyzes data, maintains required records, and develops and maintains policies, procedures/SOPs, workflows, and solutions to improve Utility operations and support future needs.

The position works collaboratively with the Operations Manager and Utility personnel to implement compliance requirements, program and process improvements, and resolve operational and compliance-related issues. The Compliance & Programs Manager serves as the Utility's Safety Program Officer, coordinating the Utility's safety program and related policies, training, and continuous improvement. The position provides program support to the General Manager, GRPU Commission, regulatory agencies, and other stakeholders.

Essential Functions of the Position

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

- Lead and coordinate Utility-wide compliance; program and process improvement initiatives for electric, water, and wastewater operations, working closely with the Operations Manager, Directors, Foremen, and other Utility personnel to implement current regulatory requirements, programs, policies, procedures/SOPs, and improvements that support efficient, consistent, safe, and effective operations.
- Identify and evaluate emerging regulatory requirements, industry trends and best practices and assess their potential operational, financial, infrastructure, customer, and organizational impacts; develop recommendations and implementation plans to address changing requirements, future needs, and opportunities for improvement.
- Serve as the Utility's Safety Program Officer by leading Safety Committee meetings, coordinating safety-related work with the Executive/HR Assistant and contracted safety management company, and staying current on safety standards, emerging practices, training needs, and opportunities to strengthen the Utility's safety program.
- Serve as a primary liaison with regulatory agencies and other external organizations and coordinate responses to regulatory inquiries, inspections, audits, findings, requests for information, and other program or compliance matters.
- Coordinate and streamline reporting, permitting, and program documentation, including required records, applications, certifications, renewals, inspections, deadlines, and other obligations; maintain systems to track requirements, program activities, and corrective actions while identifying opportunities to improve efficiency, consistency, and accuracy.
- Audit and evaluate Utility programs and practices and recommend improvements based on effectiveness, participation, cost, compliance, industry best practices, and organizational objectives; develop and maintain related policies, procedures/SOPs, guidelines, forms, educational materials, and other documentation.
- Lead internal process improvement initiatives by auditing and evaluating workflows and practices, identifying efficiencies and opportunities for standardization, and developing practical solutions that improve consistency, reduce duplication, strengthen documentation, and support effective operations across Utility functions.
- Collect, analyze, and communicate compliance, program, operational, and performance data and prepare reports, recommendations, and presentations for the General Manager, GRPU Commission, regulatory agencies, and other stakeholders; coordinate related employee training and communication.
- Provide leadership, coaching, and direction on compliance and program management to employees; participate in long-range and strategic Utility planning, assist in budgeting, and organizational improvement; collaborate with internal and external stakeholders; and perform other duties as assigned by the General Manager.

Subject Matter Expertise

This position serves as a Utility-wide Subject Matter Expert (SME) in regulatory compliance, Utility program management, process improvement, and safety. The incumbent is required to maintain authoritative knowledge and provide guidance in the following areas:

- **Regulatory Compliance, Permitting & Reporting:** Expert knowledge of applicable federal, state, and local regulatory requirements affecting the Utility's electric, water, and wastewater operations, including permitting, reporting, audits, recordkeeping, and compliance tracking, with an emphasis on accurate, efficient, and streamlined processes.
- **Utility Programs:** Advanced knowledge of the development, administration, evaluation, and continuous improvement of Utility programs, including customer, conservation, environmental, sustainability, safety, and other programs as assigned.
- **Regulatory and Industry Analysis:** Advanced ability to monitor and evaluate emerging regulatory requirements, industry trends, and best practices; assess their potential impacts on the Utility; and develop recommendations and implementation strategies.
- **Process Improvement:** Advanced knowledge of process improvement principles and the ability to evaluate workflows, policies, procedures, and practices to identify efficiencies, improve consistency, standardize processes, and reduce organizational risk.
- **Safety Program:** Knowledge of Utility safety program principles and practices, with the ability to stay current on emerging safety standards, practices, and training needs to strengthen the Utility's safety program.

Examples of Performance Criteria

- **Regulatory Compliance:** Compliance responsibilities are clearly identified, assigned, documented, and monitored, and regulatory requirements including reports, permits, and other required submissions are consistently met accurately, completely, and within established deadlines.
- **Regulatory Planning and Risk Management:** Emerging regulatory requirements, industry trends, and potential compliance risks are identified and communicated sufficiently in advance to allow the Utility to appropriately plan, respond, and implement necessary changes.
- **Programs and Process Improvement:** Utility programs and internal processes are effectively administered, evaluated, documented, and continuously improved, with opportunities identified to increase efficiency, consistency, safety, and effectiveness across the Utility.
- **Audits, Inspections, and Documentation:** Regulatory inspections, audits, inquiries, findings, and corrective actions are effectively coordinated and resolved. Policies, procedures, records, and compliance documentation are accurate, organized, accessible, and maintained in accordance with applicable requirements.
- **Communication and Collaboration:** Demonstrates effective communication, collaboration, and coordination with Utility personnel, management, regulatory agencies, contractors, consultants, and other stakeholders; communicates complex regulatory and program requirements clearly to technical and non-technical audiences.
- **Leadership and Judgment:** Demonstrates leadership, initiative, integrity, accountability, sound judgment, and effective problem-solving; identifies beneficial grant and external funding opportunities and effectively coordinates them to support Utility priorities.

Minimum Qualifications

- Experience: Seven (7) years of experience in utility operations, regulatory compliance, utility program management, engineering, or a related field, including at least three (3) years of experience leading employees or working collaboratively with employees.
- Regulatory and Program Management: Demonstrated ability to interpret and apply complex federal, state, and local regulatory requirements and coordinate regulatory reporting, permitting, audits, programs, and related organizational responsibilities.
- Analytical and Process Improvement Skills: Strong research, analytical, organizational, decision-making, and problem-solving skills, with the ability to evaluate programs and processes, identify opportunities for improvement, and develop practical solutions.
- Communication: Professional-level oral and written communication skills, with the ability to clearly communicate complex regulatory, technical, and program information to technical and non-technical audiences.
- Interpersonal and Collaboration Skills: Strong interpersonal, leadership, organizational, and collaboration skills, including tact, diplomacy, flexibility, and the ability to work effectively with employees, management, contractors, consultants, regulatory agencies, governmental entities, customers, and other stakeholders.
- Integrity and Accountability: High level of integrity and ability to exercise independent judgment, discretion, and accountability in carrying out the responsibilities of the position.

Desirable Qualifications

- Education and Professional Credentials: Bachelor's degree in engineering, regulatory affairs, utility management, environmental science, public administration, business administration, natural resources, or a related discipline.
- Regulatory and Compliance Experience: Experience working with federal and Minnesota regulatory agencies and requirements applicable to municipal utilities, including state mandated programs, regulatory reporting, audits, and regulatory agency coordination.
- Legislative Experience: Experience reviewing proposed legislation and regulatory changes, identifying potential impacts, and assisting with development or revision of program language, policies, or other requirements is preferred.
- Utility Programs and Process Improvement: Experience developing or administering utility conservation, efficiency, environmental, customer, sustainability, or similar programs, as well as developing organizational policies, procedures, compliance systems, internal controls, and process improvements.
- Utility Systems and Technology: Knowledge of utility customer information systems (CIS), operational systems (OMS/SCADA), GIS, asset/work management systems (Cityworks), and other technologies used to support utility operations and program management.

Supervision

- Manager: General Manager
- Supervision of Others: Does not directly supervise Utility operations personnel. Provides functional direction and coordination to Utility personnel regarding regulatory compliance, Utility programs, policies, procedures/SOPs, and related requirements.

Working Conditions

- Work is primarily performed in an office environment with periodic visits to the Utility's electric distribution facilities, water and wastewater facilities, and other infrastructure locations.
- Work may involve exposure to outdoor weather conditions, noise, moving equipment, electrical hazards, wet or humid environments, construction activities, chemicals, and other conditions commonly associated with Utility operations.
- Frequently required to walk, sit, stand, talk, hear, and use hands to operate computers, equipment, and other tools. Occasionally required to climb, balance, stoop, kneel, crouch, or access Utility facilities and construction sites, and move up to 25 pounds.
- Must be able to safely access and inspect Utility facilities, infrastructure, and active construction sites.
- May be required to work evenings, weekends, holidays, or outside normal business hours when necessary for construction activities, Commission meetings, outages, emergencies, or other Utility needs.

Conditions of Employment

- Successfully pass a criminal background check.
- Maintain a valid Class D driver's license.
- Maintain applicable licenses, certifications, and training required for assigned responsibilities.
- Comply with all organizational and departmental policies and procedures.

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

Grand Rapids Public Utilities is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodation for qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodation with the employer.