



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING AGENDA

Wednesday, May 22, 2024

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 22, 2024 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 April 10, 2024 Work Session Minutes, the April 24, 2024 Work Session Minutes, and the April 24, 2024 Regular Meeting Minutes.

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,573,467.90 of verified claims for April and May 2024.

COMMISSION REPORTS:

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

3. Consider a motion to confirm the hiring of Mr. Glen Hodgson as a temporary, part-time Special Project Coordinator for the WTP renovation project.
4. Consider a motion to ratify the procurement contract with CliftonLarsonAllen (CLA) for professional consulting services for the ERP implementation not to exceed \$6,500.
5. Consider a motion to ratify the procurement contract with Lake Country Lawn and Snow for lawn mowing services for W-WW and Electric departments for \$11,500.
6. Consider a motion to ratify the procurement contract with Bolton & Menk Inc for engineering and bidding services for repairing the south roof at the combined service center building for \$14,500.
7. Consider a motion to approve the procurement contract with Quality Flow Systems Inc. for one leachate pump and rebuilding another for the leachate system of the landfill for \$17,690.00.
8. Consider a motion to ratify the procurement contract with Electric Pump Inc. for one pump for the filtrate station at the primary plant of the wastewater treatment plant for \$16,901.00.

SAFETY REPORT:

9. Review Safety Monthly Report

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.

BUSINESS SERVICES DEPARTMENT:

10. Review Business Services Monthly Report

ELECTRIC DEPARTMENT:

11. Review Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

12. Review Water Utility Monthly Report

13. Review Wastewater Utility Monthly Report

14. Legionella and Drinking Water Update

DEPARTMENT HEAD REPORT:

15. Information Systems Department Head Presentation

ADJOURNMENT:

The next Special meeting/Work Session is scheduled for Wednesday, June 12, 2024 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, June 26, 2024 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
WORK SESSION**

MEETING MINUTES

Wednesday, April 10, 2024

8:00 AM

President Stanley called the meeting to order at 8:02 AM.

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

OTHERS: Mike LeClaire, Jean Lane, Chad Troumbly, Steve Mattson, Julie Kennedy

ABSENT: Commissioner Dale Adams with notice

BUSINESS:

1. Consider a motion to approve \$1,119,060.60 verified claims for March 2024.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve \$1,119,060.60 verified claims for March 2024.

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

2. 2023 Financial Review

Reviewed and discussed 2023 financial information.

3. Legionella and Drinking Water Update

General Manager Kennedy provided an update on GRPU's Legionella and drinking water efforts. The website has been updated with a technical memo on sampling and additional sampling results will begin to be posted later in the month.

There being no further business, the meeting adjourned at 9:38 AM.

Respectfully Submitted,

Julie A Kennedy
Julie Kennedy



**GRAND RAPIDS PUBLIC UTILITIES COMMISSION
WORK SESSION**

MEETING MINUTES

Wednesday, April 24, 2024

3:00 PM

President Stanley called the meeting to order at 3:02 pm.

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

STAFF: Jean Lane, Jean Key, Chad Troumbly, Steve Mattson, Mike LeClaire, Julie Kennedy, Vicki Probst

ABSENT WITH NOTICE: Secretary Luke Francisco, Commissioner Rick Smith

BUSINESS:

1. Presentation by Clifton Larson Allen LLP (CLA) on the 2023 financial audit.

CLA presented the 2023 financial audit review.

ADJOURNMENT:

There being no further business, the meeting adjourned at 3:42 pm.

Respectfully submitted,

Julie Kennedy, General Manager



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, April 24, 2024

4:00 PM

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

CALL OF ROLL:

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

STAFF: Jean Lane, Chad Troumbly, Steve Mattson, Mike LeClaire, Julie Kennedy, Vicki Probst

ABSENT WITH NOTICE: Secretary Luke Francisco, Commissioner Rick Smith

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the March 13, 2024 Work Session Minutes and the March 27, 2024 Regular Meeting Minutes.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve the March 13, 2024 Work Session Minutes and the March 27, 2024 Regular Meeting Minutes.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$917,114.81 verified claims for March and April 2024.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to approve \$917,114.81 verified claims for March and April 2024.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Adams

COMMISSION REPORTS:

None.

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

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

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Adams

3. Consider a motion to confirm filling the Temporary Part-Time Administrative Assistant-Customer Service Representative position with the preferred candidate and confirm filling the Information Systems Utility Locator/GIS Technician position with the preferred candidate.

Approved on consent agenda.

4. Consider a motion to approve the procurement contract with Barnum Companies for upgrading the south gate at the combined service center for \$34,470.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

5. Consider a motion to approve the procurement contract with Trident Process Inc. for one high speed gear box for an aeration basin mixer in the WWT secondary plant for \$41,450.01 and allow the General Manager to sign the contract.

Approved on consent agenda.

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

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

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Adams

SAFETY REPORT:

6. Review Safety Monthly Report

Reviewed Safety Report.

ADMINISTRATION:

None.

BUSINESS SERVICES DEPARTMENT:

7. Consider approving the Memorandum of Understanding between the City of Grand Rapids and Grand Rapids Public Utilities Commission related to the Oracle Public Sector Agreement for cloud-based software and services.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to approve the Memorandum of Understanding between the City of Grand Rapids and Grand Rapids Public Utilities Commission related to the Oracle Public Sector Agreement for cloud-based software and services.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Adams

8. Consider approving a public sector (master) agreement with Oracle NetSuite for Government for the joint purchase of an ERP cloud-based software system and authorize the General Manager to sign agreement.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve a public sector (master) agreement with Oracle NetSuite for Government for the joint purchase of an ERP cloud-based software system and authorize the General Manager to sign agreement.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Adams

9. Consider a motion to approve Resolution No. 04-24-24-02 accepting the 2023 audited annual comprehensive financial statements and related auditor's letters.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve Resolution No. 04-24-24-02 accepting the 2023 audited annual comprehensive financial statements and related auditor's letters.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Adams

ELECTRIC DEPARTMENT:

10. Review Electric Utility Monthly Report

Report Reviewed.

WATER AND WASTEWATER DEPARTMENT:

11. Consider a motion to approve and authorize the General Manager to sign the procurement contract with Corona Environmental for professional services for support with addressing Legionella and related water quality concerns for \$327,450.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to approve and authorize the General Manager to sign the procurement contract with Corona Environmental for professional services for support with addressing Legionella and related water quality concerns for \$327,450.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Adams

12. Legionella and Drinking Water Update

Update Presented.

13. Review Water Utility Monthly Report

Report Reviewed.

14. Review Wastewater Utility Monthly Report

Report Reviewed.

DEPARTMENT HEAD REPORT:

15. Administration Department Head Presentation

Julie Kennedy presented the Administration Report.

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:03 pm.

Respectfully Submitted,

Julie A Kennedy

Julie Kennedy, General Manager



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 22, 2024

AGENDA ITEM: Consider a motion to approve \$1,573,467.90 verified claims for April and May 2024.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$ 1,011,549.40
Manual check register \$561,918.50

Total \$1,573,467.90

RECOMMENDATION:

Consider a motion to approve \$1,573,467.90 of verified claims for April and May 2024.

Grand Rapids Public Utilities
 Accounts Payable
 April/May 2024
 (Meeting Date: 5/22/2024)

Item 2.

NAME	AMOUNT	NAME	AMOUNT
Altec Industries	2,362.08	Pitney Bowes	265.58
Bolton & Menk	2,367.00	Public Utilities	5,842.02
Burggraf's	31.98	Quality Flow	5,680.00
Central McGowan	624.99	Rapids Radio	1,345.50
City of Grand Rapids	180.00	Rapids Welding	15.00
CliftonLarsonAllen	4,764.90	Resco	1,612.00
Cole Hardware	62.60	RMB	148.80
Core & Main	4,103.54	Sandstroms	1,236.42
Davis Oil	2,903.22	TNT Construction	15,391.50
Fastenal	4,944.41	US Bank	315.73
Figgins Truck & Trailer	763.59	Vessco	1,697.84
GFOA	460.00	Vestis	126.42
Grainger	448.10	Viking Electric	347.67
Graybar	66.04	Waste Management	1,519.33
Itasca County	868.08	Wesco	671.51
Luminultra	1,749.57	WUSZ-FM	440.00
Metering and Technology	3,239.06	Xerox	126.23
MN Power	930,046.65		
Nextera	890.90	Energy Efficiency Rebate:	
NOS Automation	1,604.25	ASV	12,116.89
		Gillman, Dan & Elizabeth	100.00
		Illies, John	35.00
		Wikstrom, Catherine	35.00
		Total	1,011,549.40

April 2024 Check Register

Item 2.

Document Dat Check #	Vendor Name	Document Amount	
4/1/2024 5082	Northeast Service Cooperative	4,458.00	4/30/2024
4/1/2024 5083	Northeast Service Cooperative	61,989.90	4/30/2024
4/4/2024 5084	Invoice Cloud	3,189.60	4/30/2024
4/9/2024 5085	WEX Health	1,227.17	4/30/2024
4/8/2024 5086	Public Employees Retirement Association	16,820.97	4/8/2024
4/8/2024 5087	MN Department of Revenue	4,580.45	4/8/2024
4/8/2024 5088	Wells Fargo Bank	26,946.54	4/8/2024
4/8/2024 5089	Empower Retirement	9,461.11	4/8/2024
4/18/2024 5090	WEX Health	2,249.67	4/30/2024
4/22/2024 5091	WEX Health	1,227.17	4/30/2024
4/15/2024 5092	WEX Health	287.20	4/30/2024
4/22/2024 5093	MN Department of Revenue	76,859.00	4/30/2024
4/22/2024 5094	MN Department of Revenue	178.00	4/30/2024
4/22/2024 5095	WEX Health	99.00	4/30/2024
4/8/2024 5096	Wells Fargo Pcard	4,346.15	
4/23/2024 5097	Public Employees Retirement Association	16,510.29	4/23/2024
4/23/2024 5098	MN Department of Revenue	4,397.83	4/23/2024
4/23/2024 5099	Wells Fargo Bank	26,852.18	4/23/2024
4/23/2024 5100	Empower Retirement	9,213.35	4/23/2024
4/18/2024 5101	Wells Fargo Fraud Management	4,117.19	4/30/2024
4/19/2024 5102	Wells Fargo Fraud Management	3,852.00	4/30/2024
4/26/2024 5103	Wells Fargo Fraud Management	0.41	4/30/2024
4/26/2024 5104	Wells Fargo Fraud Management	20.00	4/30/2024
4/26/2024 5105	Wells Fargo Fraud Management	130.00	4/30/2024
4/26/2024 5106	Wells Fargo Fraud Management	1,000.00	4/30/2024
4/26/2024 5107	Wells Fargo Fraud Management	1,859.03	4/30/2024
4/29/2024 5108	Wells Fargo Fraud Management	1,048.57	4/30/2024
4/22/2024 5109	WEX Health	283.00	4/30/2024
4/5/2024 82915	Waste Management of WI MN	150.00	4/5/2024
4/5/2024 82916	Verizon Wireless	1,090.11	4/5/2024
4/5/2024 82917	Mattson Steve	21.44	4/5/2024
4/5/2024 82918	Guertin, Ronald D	128.64	4/5/2024
4/8/2024 82919	City of LaPrairie	15,502.31	4/30/2024
4/8/2024 82920	MN Child Support Payment Center	391.32	4/8/2024
4/8/2024 82921	NCPERS Group Life Insurance	80.00	4/8/2024
4/11/2024 82957	Rundell Eric	273.71	4/11/2024
4/11/2024 82958	Radtke James	4,554.00	4/11/2024
4/11/2024 82959	Customer Refunds - A. Chuk	85.25	4/30/2024
4/11/2024 82960	Customer Refunds - D. Matthews	28.64	4/30/2024
4/18/2024 82961	Customer Refunds - Otten	400.00	4/30/2024
4/19/2024 82962	MN Department of Labor & Industry	100.00	4/19/2024
4/19/2024 82963	MN Pollution Control Agency	30.00	4/19/2024
4/19/2024 82964	US Bank Equipment Finance	315.73	4/19/2024
4/19/2024 82965	Troumbly, Chad M	56.00	4/19/2024
4/19/2024 82966	Customer Refunds- Louis/Kellin	115.46	4/30/2024
4/19/2024 82967	Customer Refunds - R. Sparling	90.11	4/30/2024
4/19/2024 82968	Public Utilities Commission	620.43	4/30/2024

4/23/2024	82969	MN Child Support Payment Center	391.32	4/23/2024
4/23/2024	82970	MN Council 65	1,926.40	4/23/2024
4/26/2024	83017	MN Pollution Control Agency	15.00	4/26/2024
4/26/2024	83018	Postage By Phone System	5,000.00	4/26/2024
4/26/2024	83019	Xerox Corporation	106.76	4/26/2024
4/26/2024	83020	MN Energy Resources Corporation	504.77	4/26/2024
4/26/2024	83021	Verizon Wireless	956.27	4/26/2024
4/26/2024	83022	UNUM Life Insurance Company of America	3,813.55	4/26/2024
4/26/2024	83023	Customer Refunds - T. Amunrud	114.22	4/30/2024
4/29/2024	83024	City of Grand Rapids	136.50	4/30/2024
4/29/2024	83025	City of Grand Rapids	71,376.59	4/30/2024
4/30/2024	83026	City of Grand Rapids	72,333.33	4/30/2024
4/5/2024	EFT000000000021	Deerwood Bank	98,006.86	4/5/2024

Checks Previously Approved ** 0.00

Manual Checks/EFT to be approved 561,918.50

Total Manual Checks 561,918.50



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 22, 2024

AGENDA ITEM: Consider a motion to confirm the hiring of Mr. Glen Hodgson as a temporary, part-time Special Project Coordinator for the WTP renovation 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 2024 budget for this expense.

RECOMMENDATION:

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

Grand Rapids Public Utilities Scope of Services with Glen Hodgson

- Term:** Employment is expected to begin on or around May 1, 2024, with completion of services expected by October 31, 2024.
- Employment Status:** Employee is considered a part-time temporary employee of Grand Rapids Public Utilities Commission (GRPUC).
The FLSA classification is non-exempt.
- Services Provided:** Attend meetings and provide guidance, advice, and feedback, to GRPU General Manager on the WTP renovation project.
Provide periodic update meetings with General Manager as to the progress of the project.
- 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 \$62.22 per hour, which is based upon working up to 10 hours per week, with a total annual amount not to exceed \$17,000.00 in 2024.
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 22, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with CliftonLarsonAllen (CLA) for professional consulting services for the ERP implementation not to exceed \$6,500.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

This procurement is for an approved operations budget cost for consulting services to assist with the implementation of the new ERP software.

The GRPUC Procurement Policy was followed and the procurement contract is on file.

RECOMMENDATION:

Consider a motion to ratify the procurement contract with CliftonLarsonAllen (CLA) for professional consulting services for the new ERP software implementation not to exceed \$6,500.



CliftonLarsonAllen LLP
<https://www.claconnect.com>

April 12, 2024

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated September 29, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Grand Rapids Public Utilities Commission ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2024.

Objectives

We understand that you need assistance with transactions during the year. Simply stated, you have identified the following objectives for this engagement:

- a) To provide assistance relating to unique transactions during the year
- b) To provide guidance and review of issues as part of GRPUC new ERP software implementation

We will perform the engagement in accordance with the Statement on Standards for Consulting Services issued by the American Institute of Certified Public Accountants.

Approach

Our approach emphasizes active involvement by management throughout the process. The consulting engagement will be performed with the following components:

Upon request of the entity, CLA shall make its resources available to provide additional consultative services to the entity.

Client information requirements

The entity agrees it is solely responsible for the accuracy, completeness, and reliability of all of the entity's data and information that it provides CLA for our engagement. The entity agrees it will provide any requested information on or before the date we commence performance of the services.

Management responsibilities

For all nonattest services we may provide to you, including these consulting services, you agree to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. You have designated Mary Reedy, Principal to fulfill this role. You will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any

plans, and for implementing any plans you may develop, including any that we may discuss with you. Management is responsible for the design, implementation, and maintenance of effective internal control over financial reporting and over compliance, including evaluating and monitoring ongoing activities, (1) relevant to the preparation and fair presentation of financial statements that are free from material misstatement, (2) to prevent and detect fraud, and (3) to ensure that the entity complies with applicable laws and regulations. Management is responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Timing

CLA is able to begin our services within April 16, 2024 following our receipt of this agreement with the entity's signature.

Personnel

Our firm has adopted a team approach to client service, which means that CLA will provide the entity with a team of people who have the relevant knowledge and experience to perform the work plan outlined above.

Mary Reedy will oversee the consulting engagement and is responsible for the services provided to you.

Scope of agreement

This agreement applies to all aspects of our relationship and to any other or additional services CLA may render to the entity at any time, unless they are covered by a separate written agreement that the entity and CLA both sign.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including travel, internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. Fees not to exceed \$6,500.

Record retention

Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for the entity's records.

Agreement

CLA appreciates the opportunity to assist the entity and believes that this SOW accurately summarizes the terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please contact us.

If the entity agrees with the terms of this engagement as described in this SOW, please sign and date and

return it to us. By returning this SOW, the entity is authorizing us to commence our services.

Sincerely,

CliftonLarsonAllen LLP

CLA

ORG: _____

NAME: Mary Reedy

TITLE: Principal

SIGN: *Mary Reedy*

DATE: April 19, 2024

Client

ORG: _____

NAME: Grand Rapids Public Utility Commission

TITLE: _____

SIGN: _____

DATE: _____



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 22, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Lake Country Lawn and Snow for lawn mowing services for W-WW and Electric departments for \$11,500.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved Electric/Water/Wastewater operating project with a budget of \$11,500. \$0 has been spent to date.

The GRPUC Procurement Policy was followed.

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

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Lake Country Lawn and Snow for lawn mowing services for W-WW and Electric departments for \$11,500.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 22, 2024

AGENDA ITEM: Consider a motion to approve the procurement contract with Bolton & Menk Inc for engineering and bidding services for repairing the south roof at the combined service center building for \$14,500.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved CSC capital project with a budget of \$450,000. \$0 has been spent to date.

The GRPUC Procurement Policy was followed.

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

RECOMMENDATION:

Approve a motion to approve the procurement contract with Bolton & Menk Inc for engineering and bidding services for repairing the south roof at the combined service center building for \$14,500.

Capital Plan

2024 *thru* 2028

Item 6.

Grand Rapids Public Utilities Commission

Project # CSCW2301
Project Name South Roof Replacement

Department 6-Service Center
Contact Steve Mattson
Type Unassigned
Useful Life 20
Category Buildings
Priority 02 - Significant Need
Status Active

Total Project Cost: \$450,000

Description
 Replace south roof

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Purchases	450,000					450,000
Total	450,000					450,000

Funding Sources	2024	2025	2026	2027	2028	Total
Rplcmt Fund-Elec share/business	292,500					292,500
Rplcmt Fund-Water share/business	90,000					90,000
Rplcmt Fund-WWC share/business	67,500					67,500
Total	450,000					450,000

Budget Impact/Other

Budget Items	2024	2025	2026	2027	2028	Total
Capital Projects	450,000					450,000
Total	450,000					450,000



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 22, 2024

AGENDA ITEM: Consider a motion to approve the procurement contract with Quality Flow Systems Inc. for one leachate pump and rebuilding another for the leachate system of the landfill for \$17,690.00.

PREPARED BY: Steve Mattson

BACKGROUND:

This purchase is part of the approved WWT Capital Budget of \$18,000. \$0 has been spent to date.

The GRPUC Procurement Policy was followed and the procurement contract is on file.

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

RECOMMENDATION:

Approve a motion to approve the procurement contract with Quality Flow Systems Inc. for one leachate pump and rebuilding another for the leachate system of the landfill for \$17,690.00.

Capital Plan

2024 *thru* 2028

Grand Rapids Public Utilities Commission

Department 4d-WWT Sludge Disposal
Contact Steve Mattson
Type Unassigned
Useful Life 10
Category WW System
Priority 02 - Significant Need
Status Active

Project # WWSD2302
Project Name Landill Phase Pumps

Total Project Cost: \$90,000

Description

Leachate landfill pumps have a relatively short service life. It is a MPCA landfill requirement to keep leachate head levels below predetermined threshold. Therefore, we must have working pumps and spares on hand.

Justification

Leachate landfill pumps have a relatively short service life. It is a MPCA landfill requirement to keep leachate head levels below predetermined threshold. Therefore, we must have working pumps and spares on hand.

Prior	Expenditures	2024	2025	2026	2027	2028	Total
18,000	Purchases	18,000	18,000	18,000	18,000		72,000
Total	Total	18,000	18,000	18,000	18,000		72,000

Prior	Funding Sources	2024	2025	2026	2027	2028	Total
18,000	Customer Contributions-UPM	16,560	16,560	16,560	16,560		66,240
	Reserves-Unrestricted	1,440	1,440	1,440	1,440		5,760
Total	Total	18,000	18,000	18,000	18,000		72,000

Budget Impact/Other



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 22, 2024

AGENDA ITEM: Consider a motion to approve the procurement contract with Electric Pump Inc. for one pump for the filtrate station at the primary plant of the wastewater treatment plant for \$16,901.00.

PREPARED BY: Steve Mattson

BACKGROUND:

This purchase is part of the approved WWT Capital Budget of \$28,000. \$0 has been spent to date.

The GRPUC Procurement Policy was followed and the procurement contract is on file.

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

RECOMMENDATION:

Approve a motion to approve the procurement contract with Electric Pump Inc. for one pump for the filtrate station at the primary plant of the wastewater treatment plant for \$16,901.00.

Capital Plan

2024 *thru* 2028

Item 8.

Grand Rapids Public Utilities Commission

Project # WWPP2303
Project Name Primary Plant Sludge Pumps

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

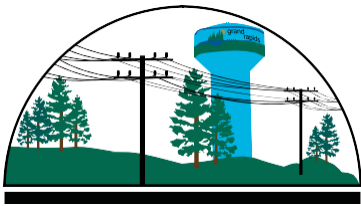
Description **Total Project Cost: \$140,000**
 The primary plant is over ten years old and the pumps are starting to reach the end of their useful lives. The sludge pumps are critical for the WW operation.

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

Prior	Expenditures	2024	2025	2026	2027	2028	Total
28,000	Purchases	28,000	28,000	28,000	28,000		112,000
Total	Total	28,000	28,000	28,000	28,000		112,000

Prior	Funding Sources	2024	2025	2026	2027	2028	Total
28,000	Customer Contributions-UPM	28,000	28,000	28,000	28,000		112,000
Total	Total	28,000	28,000	28,000	28,000		112,000

Budget Impact/Other



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SAFETY REPORT May 2024 Commission Meeting

Safety Topic This Month

Safety Brad will be training employees in heavy equipment operations on May 23.

Safety Committee Program Review This Month

Safety Brad will be reviewing LOTO procedures with maintenance employees and participating with other MMUA safety staff in an ArcFlash review at the WWTP.

Incidents Reported last Month by Department

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

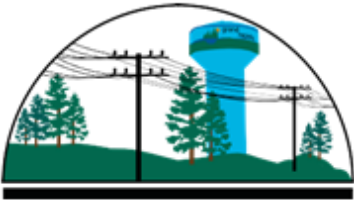
Cumulative Incidents for 2024

Recordable Incidents	0
Lost Time Days 2024	0
Restricted Days 2024	0
First Aid Only (not recordable)	1

Total FROI 1

Recordable Incident 5-year History

	2020	2021	2022	2023	2024
ADMIN	0	0	0	0	0
BUS SVCS	0	0	0	1	0
ELEC	0	0	0	0	0
W-WW	3	1	0	0	0
TOTAL	3	3	0	1	0



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BUSINESS SERVICES DEPARTMENT MONTHLY REPORT May 2024 Commission Meeting

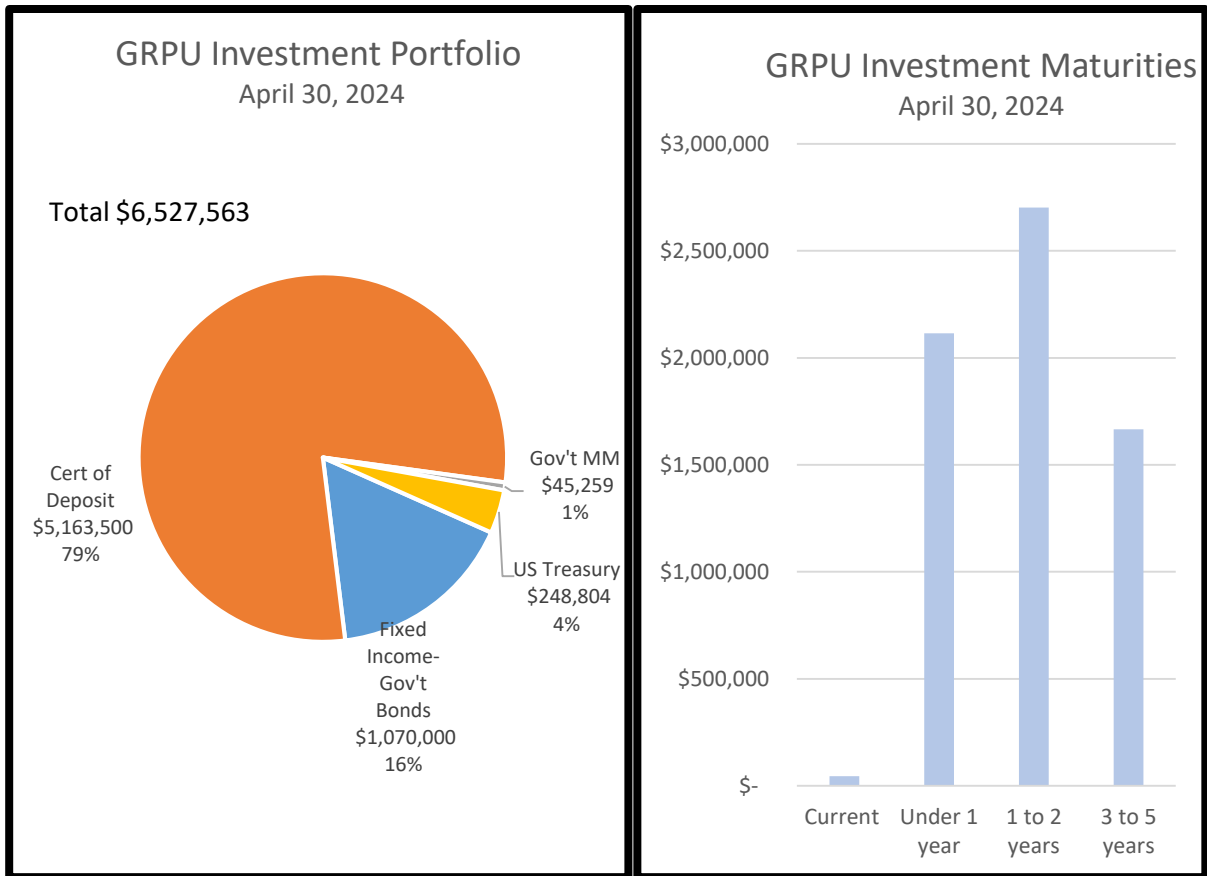
SAFETY

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 \$6,527,563 as of April 30, 2024.

SAFETY OF ASSETS – INVESTMENTS



CUSTOMER SERVICE – CUSTOMER-FOCUSED COMMUNICATION CAMPAIGNS

April 2024 customer focused communication was load management and the Caring Fund.

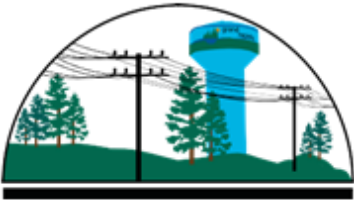
Grand Rapids Public Utilities' Caring Fund ... where a little change can change a lot. When you choose to round your payment up to the next whole dollar amount, G.R.P.U. donates that amount to the Caring Fund administered by the Grand Rapids Area Community Foundation. All Caring Fund donations will be used for your neighbors in utility crisis by providing small grants for emergency needs. You can sign up at www.grpuc.org or visit us on Facebook. Grand Rapids Public Utilities ... service is their nature.

February, March, & April 2024 customer focused communication was about Legionella.

ERP SOFTWARE IMPLEMENTATION STARTED

Discover meetings for SpryPoint Utility Billing third week of May. Meetings for Oracle NetSuite for Government ERP with the City the first week of June.





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ELECTRIC DEPARTMENT MONTHLY REPORT May 2024 Commission Meeting

Reliability Report Last Month

SAIDI:	0.28	Avg Minutes / Customers Served	CAIDI:	4.28	Avg Minutes / Customer Out	Total Customers Out:	495
SAIFI:	0.06	Cust Outages / Customers Served	CAIFI:	0.018	Avg Outages / Customer Out	Total Reported Hours:	35
Active:	7653	Active Electric Customers	Outages:	9	Total Number of Outages	Total Customer Hours Out:	666
ASAI:	99.99901	Average Percent System Available					

In April, a raccoon climbing on a riser caused a major GRPU feeder to trip, resulting in an outage for 293 customers. Later in the month, lightning likely caused another significant outage. Additionally, crews addressed outages caused by pole changes, trees, and wildlife throughout the month.

Outage Time	Restored Time	Outage Type	Duration (Hours)	Customers Out	Customer Hours
4/1/2024 11:22:20 PM	4/2/2024 12:45:50 AM	Wildlife -r-	1.39	293	407.76
4/4/2024 1:13:12 PM	4/4/2024 2:58:27 PM	Scheduled -r-	1.75	1	1.75
4/17/2024 8:40:23 AM	4/17/2024 8:47:05 AM	Tree -r-	0.11	37	4.13
4/18/2024 9:00:07 AM	4/18/2024 10:45:54 AM	Scheduled -r-	1.76	6	10.58
4/18/2024 5:28:14 PM	4/18/2024 6:26:22 PM	Tree -r-	0.97	34	32.94
4/21/2024 6:47:11 AM	4/22/2024 9:19:11 AM	Wildlife -r-	26.53	1	26.53
4/25/2024 6:03:08 AM	4/25/2024 6:55:13 AM	Scheduled -r-	0.87	6	5.21
4/27/2024 2:14:46 AM	4/27/2024 3:49:01 AM	Weather -r-	1.57	112	175.93
4/30/2024 4:19:35 PM	4/30/2024 4:40:49 PM	Wildlife -r-	0.35	5	1.77

Figure 1: Outage Information by Type

Electric Load Graph Last Month

The NEMMPA gross peak was set on 4/1 at 9:45am. Minnesota Power successfully shaved it, along with additional support from solar and GRPU demand response. The battery was exercised a total of 4 times in April (see figure 3, red areas).

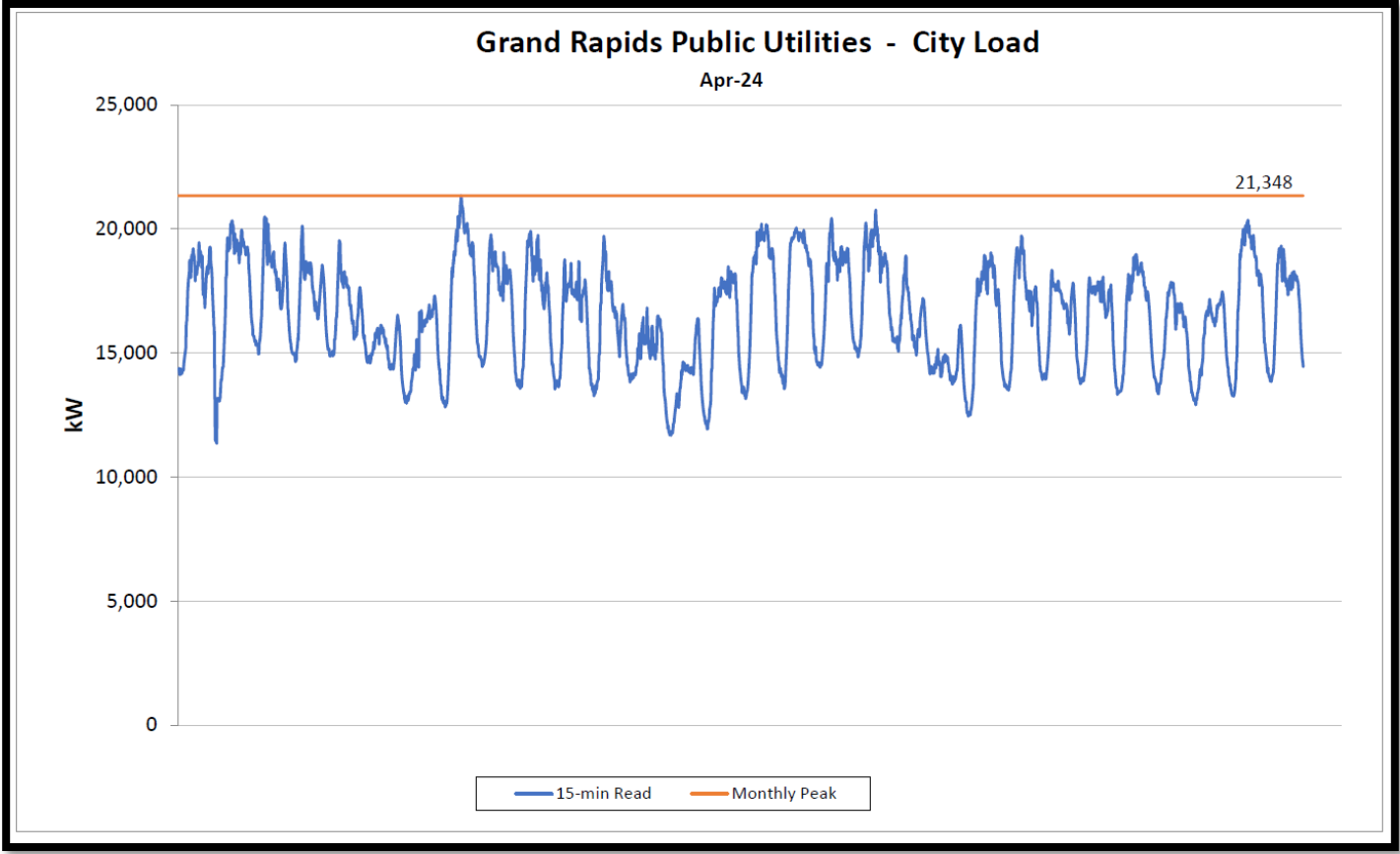


Figure 2: 21,348 kW GR Peak

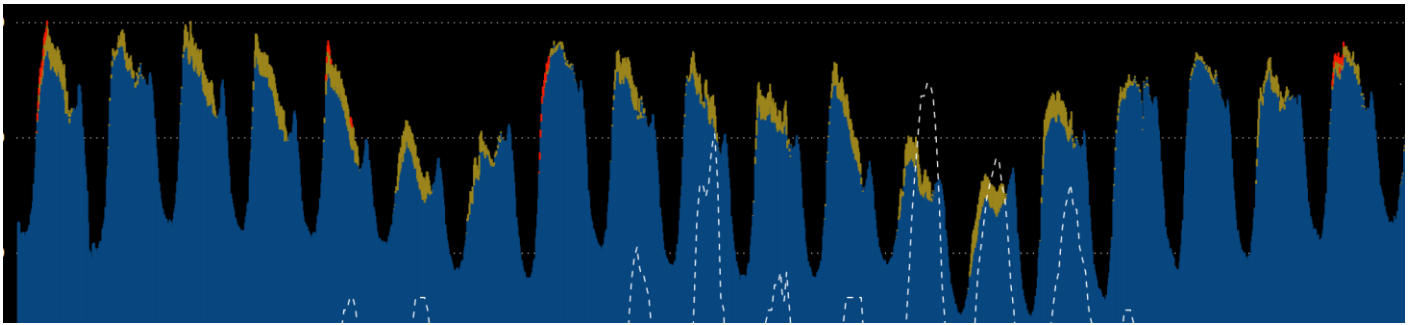


Figure 3: NEMMPA Load with Battery & Solar.

NEMMPA vs. non-NEMMPA Peak Last Month

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

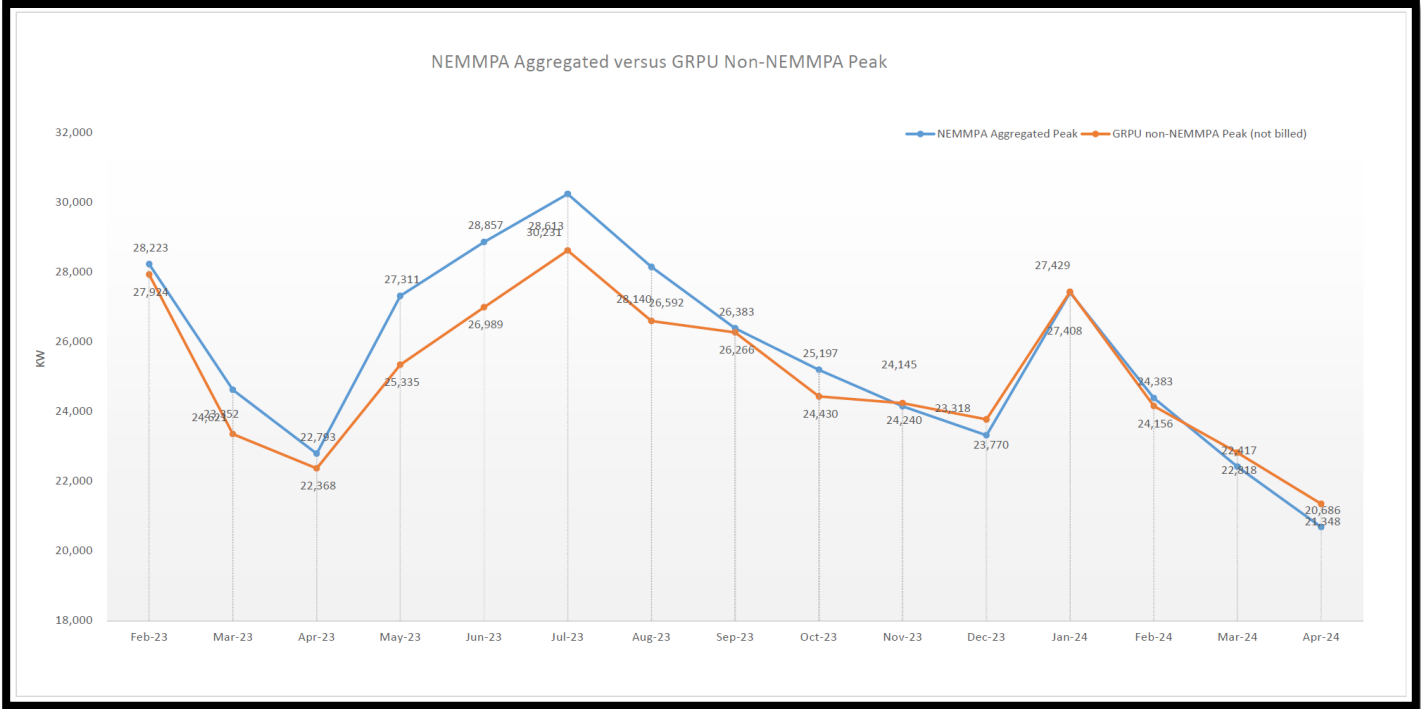


Figure 4: NEMMPA Peak -vs- non-NEMMPA

Effective Wholesale Electric Power Rate Last Month

The attached graph shows the effective wholesale electric rate.

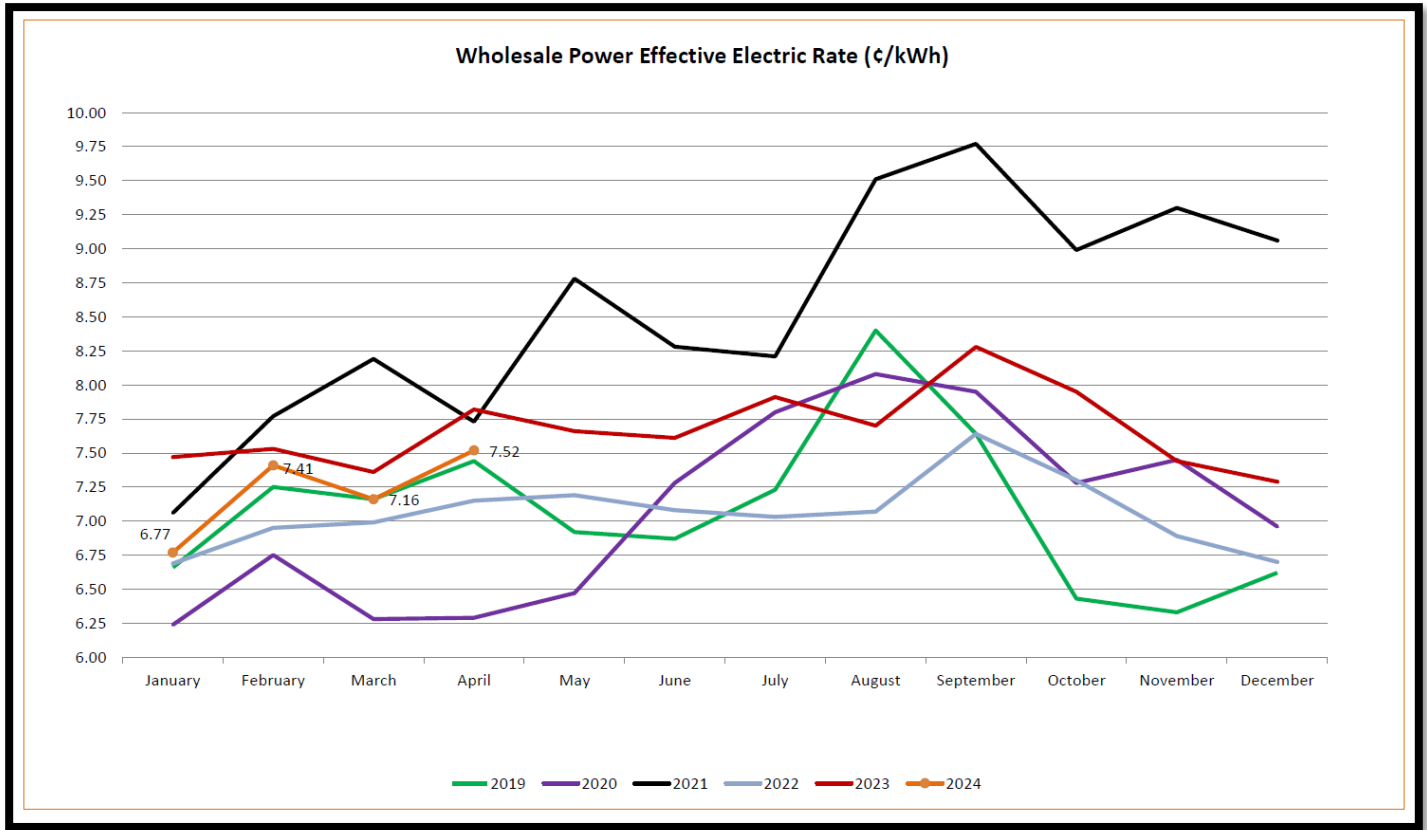


Figure 5: Wholesale Power Effective Elect Rate

Capital and Operations Project Summary

Planning and parts receiving. Did several Pole change outs, removed older capacitor bank.

Electric Utility

May 22, 2024, Commission Meeting

Intern Partnership with MN
State Tech College

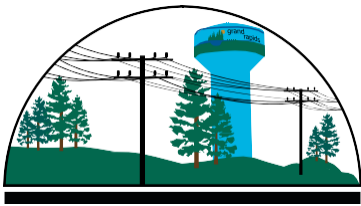
Minnesota Power's 2025
Integrated Resource Plan
(IRP).

Electric Vehicle Charger, 1st
Application of the Year

Solar Applications



Early Morning Outage for Service Upgrade.



GRAND RAPIDS
PUBLIC UTILITIES

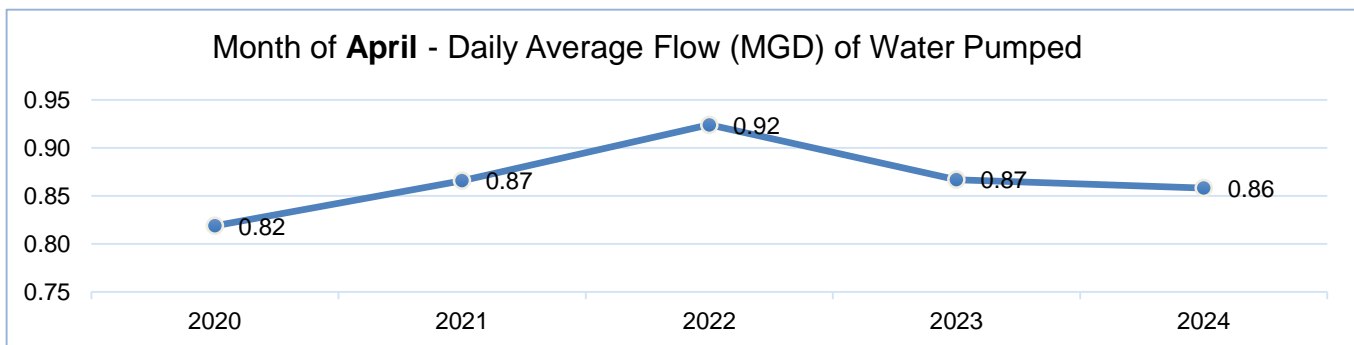
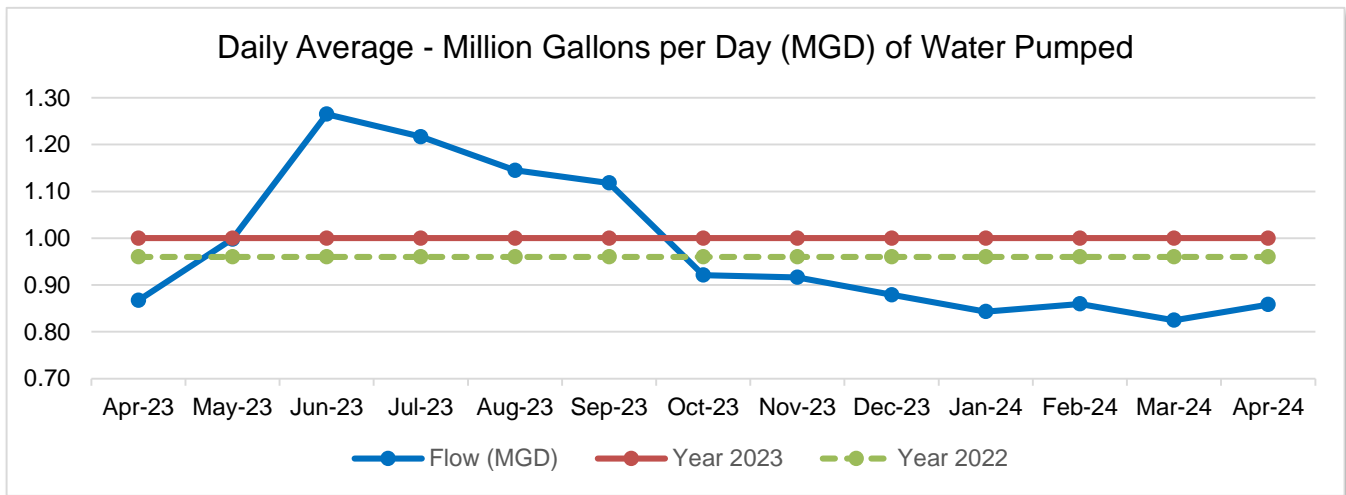
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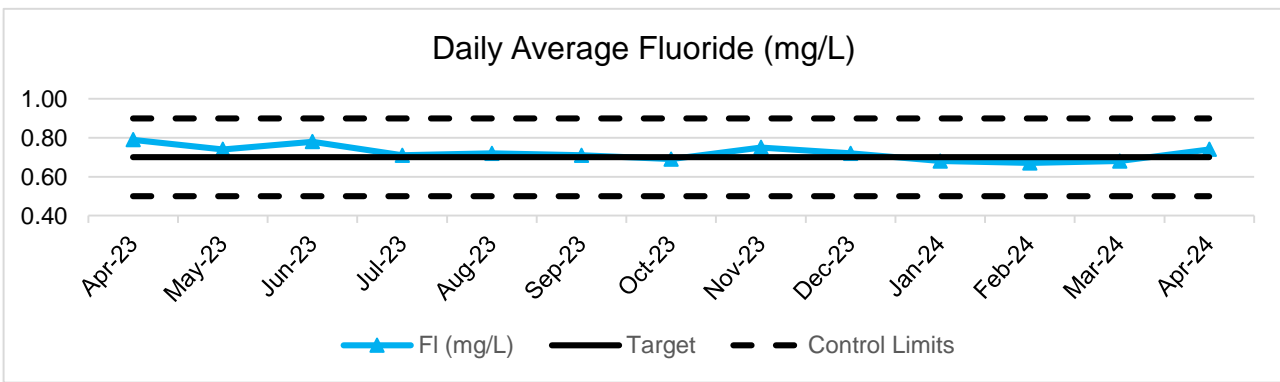
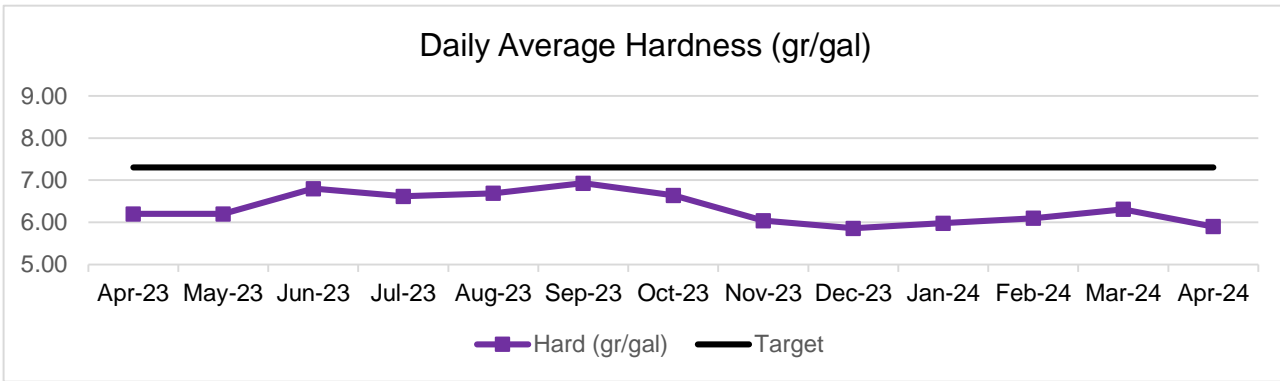
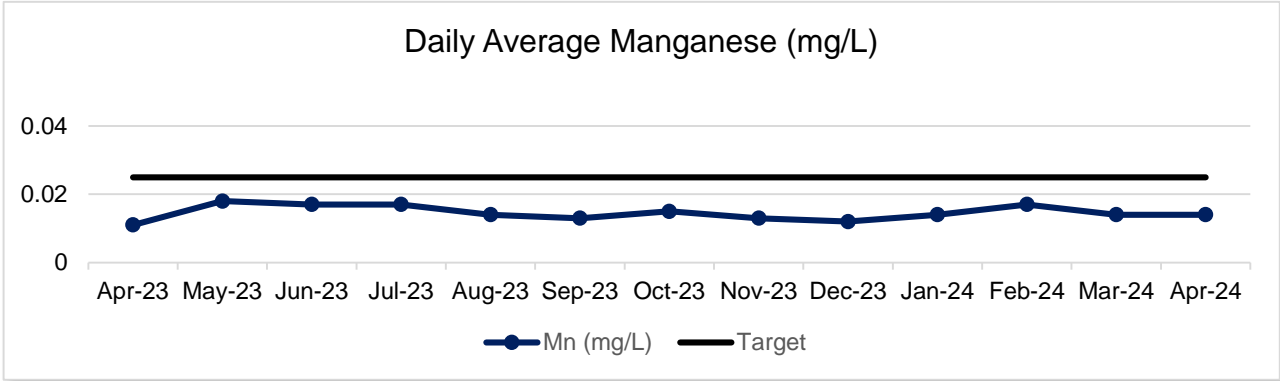
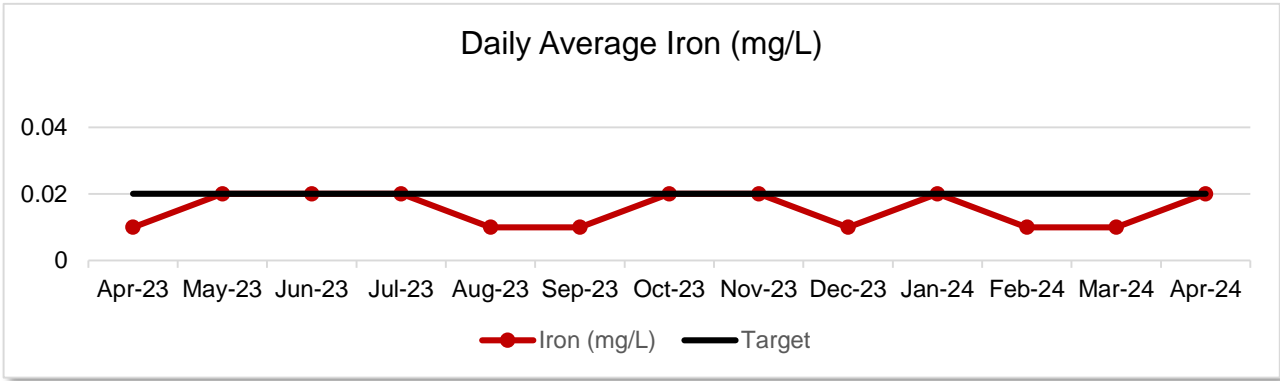
WATER UTILITY MONTHLY REPORT May 2024 Commission Meeting

Water Operations

The water plant pumped an average of 0.86 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.



Capital and Operations Project Summary

WTP Renovation Project Update:

Legionella mitigation efforts have impacted overall project efforts significantly; however, we continue to work on the project scope through Work Breakdown Structure. Employees are currently providing input on specific parts of the project. We also met with the consultant Bolton and Menk to discuss project details around disinfection as well as larger parts of the project.

COMMISSION REPORT CONTENTS										
Agency Lead	Dept	Proj Desc	Proj #	Budget	Amount Spent	Percent Spent (calc'd)	Percent Comple	Status	Noted Issues / Highlights	
GRPU	WATER	Water Plant Renovation	WATR2213	\$3,500,000	\$75,000	2%	1%	In Progress		
City	WATER	3rd Ave NE & 7th st NE	WATR2002	\$790,000	\$0	0%	0%	In Progress		
GRPU	WATER	Booster Station Panel View	WATR2302	\$30,000	\$500	2%	5%	In Progress		
GRPU	WATER	South Tower Coating Repairs	WATR2310	\$150,000	\$0	0%	0%	Not Started		
City	WATER	Paradise Park	WATR2313	\$85,000	\$0	0%	0%	In Progress		

Status Definitions

- Not Started - no human or financial resources utilized
- In Progress - time or money spent on the project
- In Service - operational but final close out needed
- Completed - done and closed out
- On Hold - waiting on some type of significant action

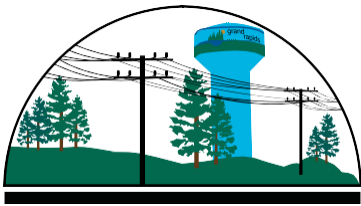
Water Utility

May 22, 2024 Commission Meeting



Item 12.

- Legionella efforts (disinfection planning, water quality monitoring, flushing).
- Lead Service Line Inventory – SEH
- Booster station controls improvements.



**GRAND RAPIDS
PUBLIC UTILITIES**

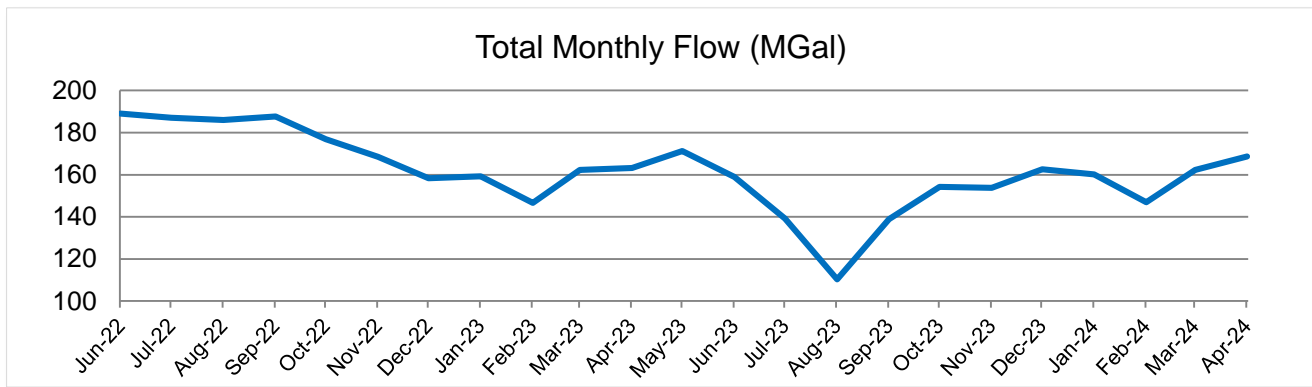
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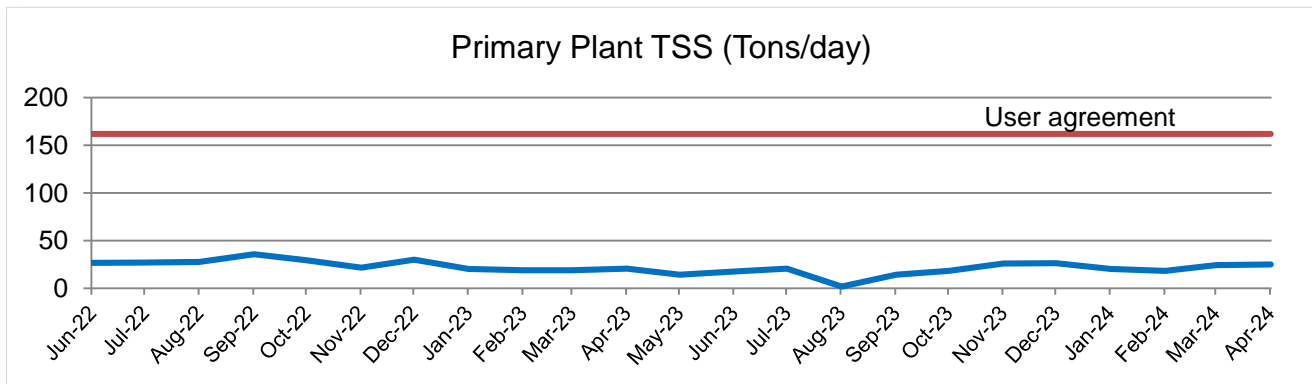
WASTEWATER UTILITY MONTHLY REPORT May 2024 Commission Meeting

Wastewater Operations

The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month. We treated 169 million gallons of water removing 99.9% of the Total Suspended Solids (TSS) and 99.5% Biochemical Oxygen Demand (cBOD).



	Design Limits (monthly AVG)	Actual Results
<u>Primary Plant</u>		
Flow (MGD)	13.25	4.2
TSS (Tons/day)	162	25.0
TSS Peak (Tons/Day)	284	101.0

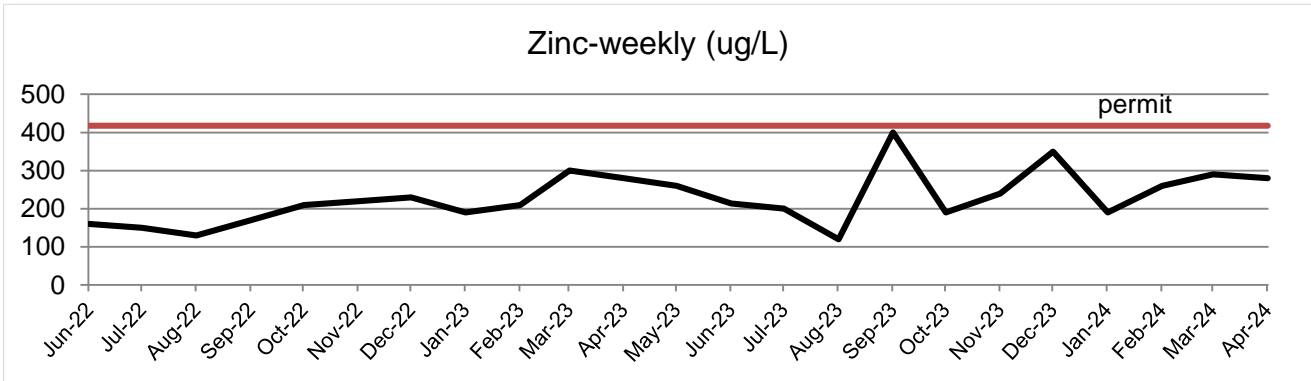
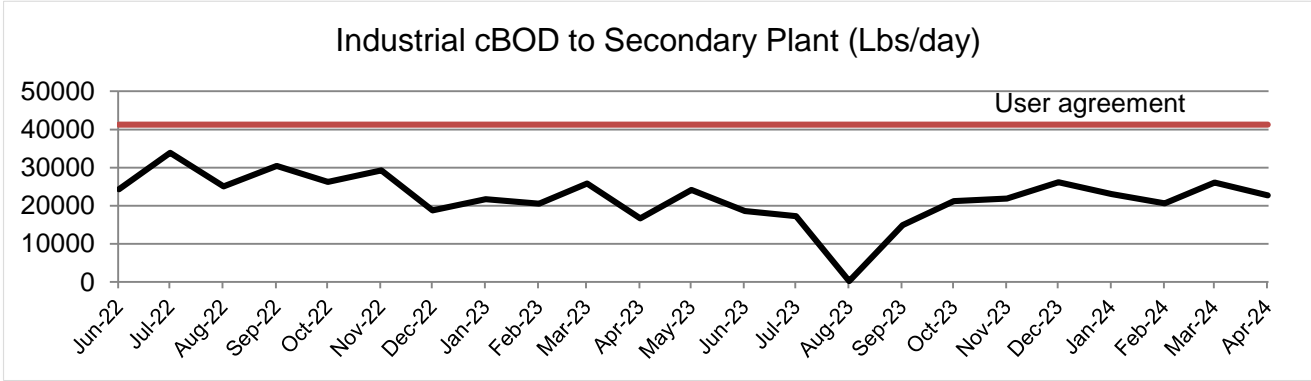


Design Limits
(monthly AVG)

Actual Results

Secondary Plant

Flow (MGD)	15.25	5.6
cBOD (lbs/Day)	41,300	26,075
Peak cBOD (lbs/Day)	57,350	42,941
Zinc-weekly (ug/L)	418	280
% GRPUC		27.4%

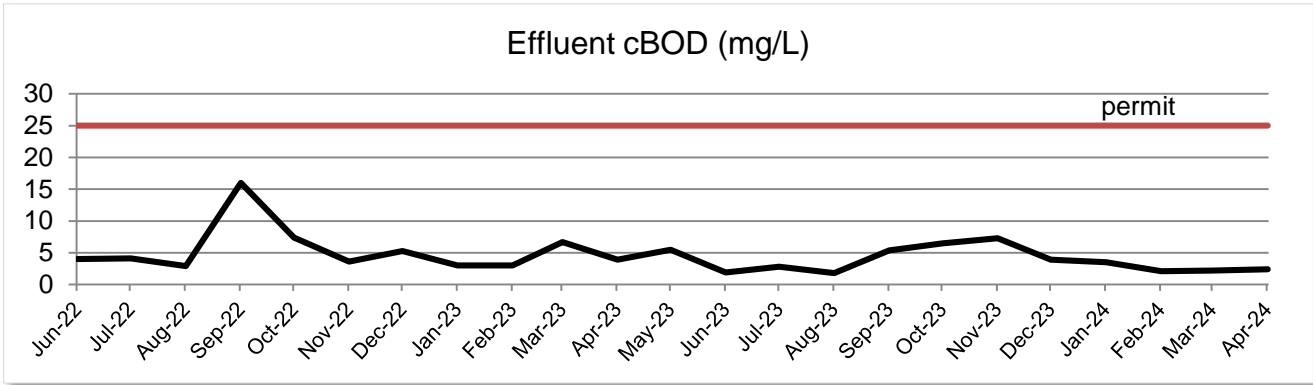
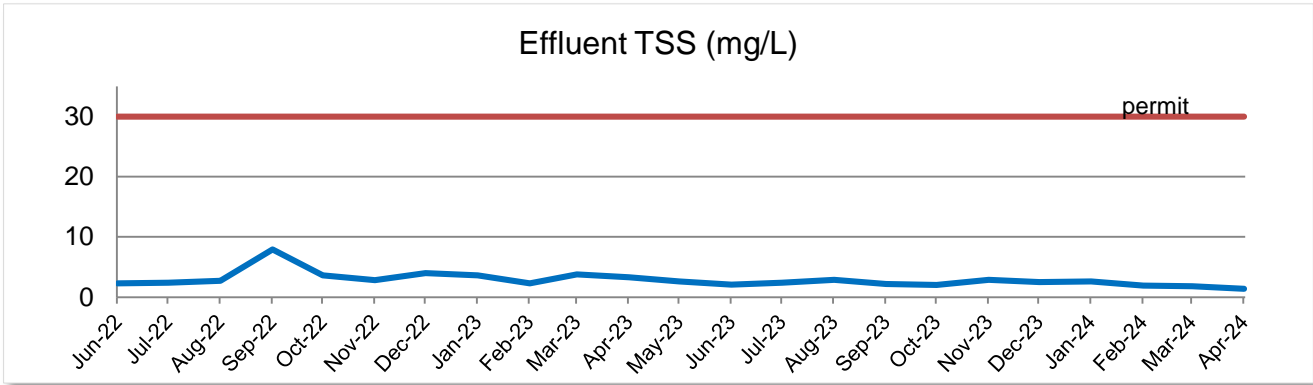


Permit Limits
(monthly AVG)

Actual Results

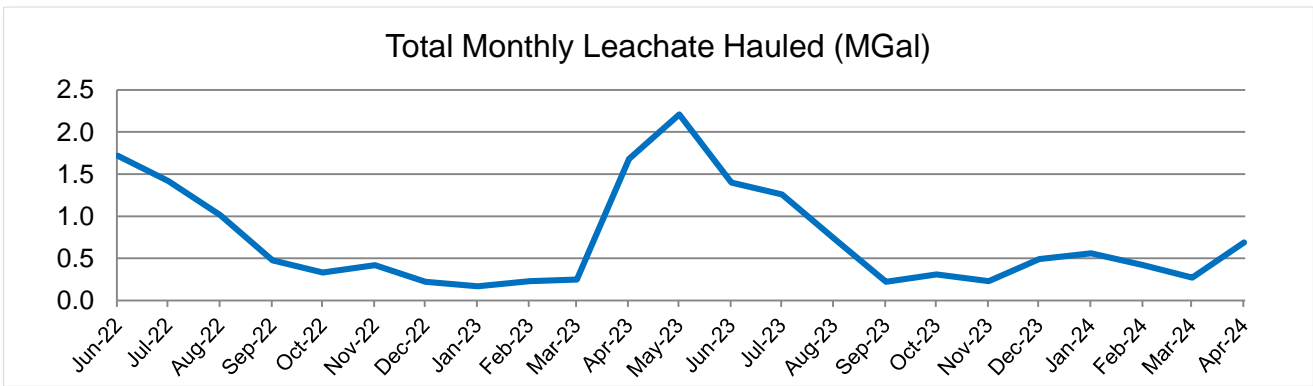
Effluent

TSS (mg/L) – monthly average	30	1.4
cBOD (mg/L) – monthly average	25	2.4
Dissolved Oxygen (mg/L)	>1.0	8.0



Sludge Landfill Operations

- 0.69 million gallons of leachate were hauled last month which is abnormally low.
- 3816 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 Complet	Status	Noted Issues / Highlights	
City	WWC	3rd Ave NE, 7th St NE	WWCO2002	\$270,000	\$0	0%	0%	In Progress		
GRPU	WWC	Jetting		\$150,000	\$1,000	1%	1%	In Progress		
GRPU	WWC	Lift Station 3 Controls Update	WWCO2403	\$25,000	\$0	0%	5%	In Progress		
GRPU	WWC	Lift Station Pumps	WWCO2005	\$35,000	\$0	0%	5%	In Progress		
GRPU	WWT	Septic Hauler Dump Station	WWDO2403	\$553,500	\$0	0%	2%	In Progress		
GRPU	WWT	Trash Compactor	WWDO2302	\$90,000	\$83,250	93%	5%	In Progress		

Status Definitions

- Not Started - no human or financial resources utilized
- In Progress - time or money spent on the project
- In Service - operational but final close out needed
- Completed - done and closed out
- On Hold - waiting on some type of significant action

Wastewater Utility

April 24, 2024 Commission Meeting



Item 13.

- PFAS Management Plan.
- NPDES Permit renewal.
- Jetting category 1 areas.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: May 22, 2024

AGENDA ITEM: Legionella and Drinking Water Update

PREPARED BY: Steve Mattson, Water Wastewater Manager

BACKGROUND:

Update on the latest efforts.

RECOMMENDATION:

Update on the latest efforts.

Grand Rapids Public Utilities

May 22, 2024 Commission Meeting

Legionella Update



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GRPU Water– Legionella Update

Water System and Water Quality Monitoring

- GRPU continues to work with national experts and MDH.
- 7 distribution / 14 building plumbing samples weekly.
- To date: no positive samples found in wells, water plant or distribution system.
Positives found within building plumbing. Customers notified immediately. All results are shared on GRPU website.
- Building water management plan success.
- Testing to continue for foreseeable future throughout the distribution system.



Disinfection Planning

- Temporary disinfection plan approved by the MDH.
- Equipment ordered and onsite for installation.
- Water model of GRPU distribution system created to help determine water age, low flow areas, fire protection and help plan for implementing disinfection effectively.
- National experts created plans for uni-directional flushing in key areas.
GRPU crews to assess and test soon.
- General preparation – pH control, tank cleaning.



GRPU Water– Legionella Update continued..

Item 14.

Customer Communication

- Update E-mails and letters sent to water customers last week.
- Radio ads.
- Community (town hall) meeting to discuss disinfection.
Tuesday June 4th 4:00 – 6:00 pm
Yanmar Hockey Arena
Upstairs conference room.
- Publishing relevant data / information to website.



Grand Rapids Public Utilities

May 22, 2024 Commission Meeting

Department Head Presentation

Mike LeClaire – Information Systems Department Manager



Projects of Interest 2024

INFORMATION SYSTEMS

- Conversion of all Sanitary Televising Videos to WinCan and link to GIS
- Tree trimming work orders
- Start transition of staff to paperless timesheets Cityworks
 - WWTP & Electrical Preventative Maintenance
- Public Outage Map
- Legionella Water Sampling Public Map
- Preparation for Spry Point and Oracle Net Suite implementation

INFORMATION TECHNOLOGY

- Upgrade Yukon servers in preparation for Yukon Upgrade
- Upgrade backup servers
- Preparation for Spry Point and Oracle Net Suite implementation

UPCOMING PROJECTS

- Upgrade GIS Software
- Storm Outage Response Plan
- Lead & Copper Service Line

New Department

- New positions and adjusting from GIS, Cityworks, & Locating Utilities
 - Locator Position started April 8th, 288 locates in 5 weeks
- Learning new software
 - Cogsdale, mPower, WinCan, Milsoft, Yukon, DigSmart, Near Map, O365 Teams
- Evaluating software and learning staff work processes
- Shared Resource balancing workloads and projects between both GRPU and City
- Managing Staff Requests
 - 76 Requests since January
 - GIS map and layer requests
 - Troubleshooting software errors
 - Existing work process iterations in software
 - Reporting
- Project Coordination with other departments
- Coordination and responsibilities between IS & IT

Questions / Comments

May 22, 2024 Commission Meeting

Department Head Presentation

Mike LeClaire – Information Systems Department Manager

