



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING AGENDA

Wednesday, November 27, 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, November 27, 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 October 9, 2024 Work Session Minutes, the October 30, 2024 Special Meeting Minutes and October 30, 2024 Joint Meeting with City Council Minutes.

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,090,762.31 verified claims for October and November 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 filling the Wastewater Operations Director vacancy with the preferred candidate, Mr. Stephen Langer; and

Consider a motion to declare a Maintenance II vacancy exists and authorize the internal posting and external advertising, if needed, for the position.

4. Consider a motion to confirm the hiring of Vicki Probst as a temporary part-time Administrative Assistant-Customer Service Representative.
5. Consider a motion to ratify the procurement contract with Saiger's Steam Clean for ceramic and epoxy floor cleaning for \$5,067.62.
6. Consider a motion to authorize the disposal of surplus computer and related accessories property.
7. Consider a motion to authorize the sale of surplus vehicles to Enterprise or at an auction.
8. Consider a motion to approve the 2024 December semi-annual write off of \$9,337.68 uncollectible accounts receivable.

- [9.](#) Consider a motion to ratify the procurement contract with Greenshades Software LLC for \$2,067.50 to provide professional services for end-of-year payroll processes.
- [10.](#) Consider a motion to ratify the Master Services Agreement, the Digital Estate Roadmapping Statement of Work, and the Intune Statement of Work with Emergent Software for professional services for IT project management for an amount not to exceed \$16,500.
- [11.](#) Consider a motion to ratify the procurement contract with InGensa, Inc. in the amount of \$4,500 for professional services for project management of the building security upgrade project.
- [12.](#) Consider a motion to ratify the procurement contract with Minnesota Power for the Tioga Substation System Impact Study for \$5000.
- [13.](#) Consider a motion to approve the procurement contract with Their Well Company for the rehabilitation of well number 4 for \$30,800 and authorize the General Manager to sign the contract.
- [14.](#) Consider a motion to ratify the procurement contract with Tech Sales Co for the purchase of a magnetic flow meter for the salt brine system at the WTP for \$4,183.52.
- [15.](#) Consider a motion to ratify the procurement contract with Martin’s Snowplow and Equipment for a snow plow for truck 71 for the WWTP for \$11,564.44.
- [16.](#) Consider a motion to approve the procurement contract with Baldwin Supply Company for one gearbox for the custom screw conveyor in the WWT solids process building for \$33,978.48 and authorize the General Manager to sign the contract.

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:

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

ADMINISTRATION:

- [18.](#) Review the proposed dates and times for the 2025 Commission meetings.

BUSINESS SERVICES DEPARTMENT:

- [19.](#) Consider a motion to approve the 2024 audit statement of work with Clifton Larson Allen (CLA LLP) for \$31,800, plus a 5% technology and client support fee, and to authorize the General Manager and a Commissioner to sign the contract.

ELECTRIC DEPARTMENT:

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

WATER AND WASTEWATER DEPARTMENT:

[21.](#) Review Water Utility Monthly Report

[22.](#) Review Wastewater Utility Monthly Report

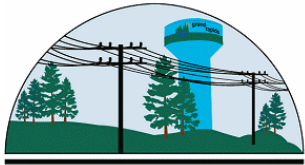
DEPARTMENT HEAD REPORT:

[23.](#) Information Systems Department Head Presentation

ADJOURNMENT:

The next Regular Meeting of the Commission is scheduled for Wednesday, December 18, 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**
Service is Our Nature

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

Wednesday, October 09, 2024

8:00 AM

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

CALL OF ROLL:

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

OTHERS: Julie Kennedy, Chad Troumbly, Steve Mattson, Jean Lane, Megan Sjostrand

ABSENT: Secretary Luke Francisco and Commissioner Nancy Saxhaug with notice.

BUSINESS:

1. Consider a motion to approve \$1,314,298.27 verified claims for September 2024.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve \$1,314,298.27 verified claims for September 2024.

Voting Yea: President Stanley, Commissioner Smith, Commissioner Adams

2. Review and discuss the ERP IT definitive agreement between City and GRPU.

Reviewed and discussed the ERP IT definitive agreement between City and GRPU.

3. Review and discuss the status of the GRPU Wastewater Certified Lab.

Reviewed and discussed the status of the GRPU Wastewater Certified Lab.

4. Review and discuss the Strategic Plan.

Reviewed and discussed the Strategic Plan.

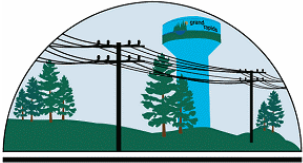
ADJOURNMENT:

There being no further business, the meeting adjourned at 8:55 am.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand



**GRAND RAPIDS
PUBLIC UTILITIES**
Service is Our Nature

**GRAND RAPIDS PUBLIC UTILITIES COMMISSION
SPECIAL MEETING
MEETING MINUTES**

**Wednesday, October 30, 2024
3:15 PM**

President Stanley called the meeting to order at 3:16PM

CALL OF ROLL:

PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Rick Smith, Commissioner Dale Adams

ABSENT: Commissioner Nancy Saxhaug with notice

OTHERS: Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane, Megan Sjostrand

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

- 1. Consider a motion to approve the September 11, 2024 Work Session Minutes and the September 25, 2024 Regular Meeting Minutes.

Motion made by Commissioner Smith, Seconded by Secretary Francisco to approve the September 11, 2024 Work Session Minutes and the September 25, 2024 Regular Meeting Minutes.

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

VERIFIED CLAIMS:

- 2. Consider a motion to approve \$921,915.17 verified claims for September and October 2024.

Motion made by Secretary Francisco, Seconded by Commissioner Adams to approve \$921,915.17 verified claims for September and October 2024.

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

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

3. Consider a motion to confirm filling the Executive/HR Assistant position with the preferred candidate, Mrs. Megan Sjostrand.

Approved on consent agenda.

4. Consider a motion to ratify the procurement contract with OPG-3 for Laserfiche cloud service and migration to Cloud services for \$12,450.

Approved on consent agenda.

5. Consider a motion to ratify the procurement contract with Katama Technologies Inc (KTI) for professional services for technology planning services for \$24,750.

Approved on consent agenda.

6. Consider a motion to ratify the procurement contract with Lovett Technology LLC for professional services for fiber improvements services for an amount not to exceed \$22,400.

Approved on consent agenda.

7. Consider a motion to ratify the procurement contract with Fastenal Company for the lifting structure for lift station 1 for \$19,000.00.

Approved on consent agenda.

8. Consider a motion to ratify the procurement contract with Jasper Engineering and Equipment Company for the clamp on flow meter for the WW return activated sludge line for \$9,399.00.

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 Secretary Francisco, Seconded by Commissioner Adams to approve the regular agenda as presented.

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

SAFETY REPORT:

9. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

- 10. Review and discuss the 2024 Annual Plan Q3 Scorecard

Reviewed and discussed the 2024 Annual Plan Q3 Scorecard

- 11. Consider a motion to approve TASC (Total Administrative Services Corporation) as the COBRA/MN Continuation/MN Public Employee Continuation Service and authorize the General Manager to sign the COBRA Premium Collection Forms.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve TASC (Total Administrative Services Corporation) as the COBRA/MN Continuation/MN Public Employee Continuation Service and authorize the General Manager to sign the COBRA Premium Collection Forms.

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

BUSINESS SERVICES DEPARTMENT:

- 12. Review Business Services Department Monthly Report

Reviewed Business Services Department Monthly Report

ELECTRIC DEPARTMENT:

- 13. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

- 14. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

- 15. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

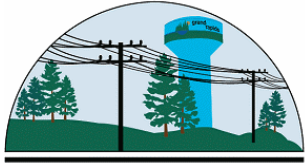
ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:41 PM.

Respectfully submitted,



Megan Sjostrand, Executive/HR Assistant



**GRAND RAPIDS
PUBLIC UTILITIES**
Service is Our Nature

**GRAND RAPIDS PUBLIC UTILITIES COMMISSION
JOINT MEETING WITH CITY COUNCIL
MEETING MINUTES**

**Wednesday, October 30, 2024
4:00 PM**

CALL TO ORDER: Pursuant to due notice and call thereof, a Special Joint Meeting of the Grand Rapids Public Utilities Commission and City Council will be held on Wednesday, October 30, 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.

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

CALL OF ROLL:

PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Rick Smith, Commissioner Dale Adams

ABSENT: Commissioner Nancy Saxhaug with notice

OTHERS: Mayor Tasha Connelly, Councilor Rick Blake, Councilor Molly MacGregor, Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane, Megan Sjostrand, Tom Pagel, Matt Wegwerth, Barb Baird, Chery Pierzina, Kim Gibeau

BUSINESS:

1. Local Utility Preservation Resolution

Reviewed and discussed the Local Utility Preservation Resolution

2. Franchise Fees Ordinance

Reviewed and discussed the Franchise Fees Ordinance

3. Legionella and Water Treatment Plant Renovation Project

General Manager Julie Kennedy and Water/Wastewater Department Manager Steve Mattson gave a presentation on Legionella and the Water Treatment Plant Renovation Project.

4. City – GRPU Collaborative Services

Reviewed and discussed City and GRPU Collaborative Services

ADJOURNMENT:

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

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand, Executive/HR Assistant



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to approve \$1,090,762.31 verified claims for October and November 2024.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$487,364.78
Manual check register \$603,397.53

Total \$1,090,762.31

RECOMMENDATION:

Consider a motion to approve \$1,090,762.31 verified claims for October and November 2024.

October 2024 Check Register

Item 2.

Document Date	Check #	Vendor Name	Document Amount	Payment Date
10/1/2024	5219	Northeast Service Cooperative	63,213.38	10/31/2024
10/1/2024	5220	Northeast Service Cooperative	4,462.00	10/31/2024
10/6/2024	5221	Invoice Cloud	3,390.30	10/31/2024
10/8/2024	5222	Wells Fargo PCard	11,528.89	10/8/2024
10/7/2024	5223	Public Employees Retirement Association	19,004.69	10/7/2024
10/7/2024	5224	MN Department of Revenue	5,612.06	10/7/2024
10/7/2024	5225	Wells Fargo Bank	32,357.27	10/7/2024
10/7/2024	5226	Empower Retirement	9,790.25	10/7/2024
10/7/2024	5227	WEX Health	1,127.17	10/31/2024
	5228	was used in Sept 2024 entry		
10/18/2024	5229	Public Employees Retirement Association	18,372.64	10/18/2024
10/18/2024	5230	MN Department of Revenue	5,334.23	10/18/2024
10/18/2024	5231	Wells Fargo Bank	31,074.55	10/18/2024
10/18/2024	5232	Empower Retirement	10,197.36	10/18/2024
10/7/2024	5233	WEX Health	355.50	10/31/2024
10/21/2024	5234	WEX Health	1,127.17	10/31/2024
10/16/2024	5235	MN Department of Revenue	179.00	10/31/2024
10/16/2024	5236	MN Department of Revenue	88,497.00	10/31/2024
10/21/2024	5237	WEX Health	99.00	10/31/2024
10/21/2024	5238	WEX Health	49.00	10/31/2024
10/4/2024	83662	Postage By Phone System	5,000.00	10/4/2024
10/4/2024	83663	UPS	114.84	10/4/2024
10/4/2024	83664	Verizon Wireless	1,050.10	10/4/2024
10/4/2024	83665	Rundell Eric	64.00	10/4/2024
10/4/2024	83666	Guertin, Ronald D	127.99	10/4/2024
10/4/2024	83667	MN Child Support Payment Center	427.31	10/4/2024
10/4/2024	83668	NCPERS Group Life Insurance	80.00	10/4/2024
10/15/2024	83711	MN Department of Health	7,851.00	10/31/2024
10/16/2024	83712	Waste Management of WI MN	2,177.35	10/16/2024
10/16/2024	83713	Verizon Wireless	957.08	10/16/2024
10/16/2024	83714	Rundell Eric	191.90	10/16/2024
10/16/2024	83715	US Bank Equipment Finance	221.01	10/16/2024
10/16/2024	83716	Rapid Garage Door	18,457.00	10/16/2024
10/15/2024	83717	City of LaPrairie	19,239.05	10/31/2024
10/18/2024	83718	Customer Refunds - J. Foster	28.95	10/31/2024
10/18/2024	83719	Customer Refunds - T. Norgord	101.75	10/31/2024
10/18/2024	83720	Customer Refunds - H. Dobson	99.92	10/31/2024
10/18/2024	83721	Customer Refunds - Flinck	145.02	10/31/2024
10/18/2024	83722	Customer Refunds - K. Mangan	96.37	10/31/2024
10/18/2024	83723	Customer Refunds - P. Bittner	51.83	10/31/2024
10/18/2024	83724	Customer Refunds - A. Day	97.02	10/31/2024
10/18/2024	83725	Customer Refunds - O. Olson	2.03	10/31/2024
10/18/2024	83726	Customer Refunds - H. Sorensen	105.07	10/31/2024
10/18/2024	83727	Customer Refunds - Records Amor	594.38	10/31/2024
10/18/2024	83728	Customer Refunds - J. Glines	102.41	10/31/2024
10/18/2024	83729	Customer Refunds - R. Varin	114.99	10/31/2024
10/18/2024	83730	Customer Refunds - E. Uhlarik	102.70	10/31/2024
10/21/2024	83731	MN Child Support Payment Center	427.31	10/21/2024

Item 2.

10/21/2024 83732	MN Council 65	1,866.20	10/21/2024
10/24/2024 83733	Verizon Wireless	478.58	10/24/2024
10/24/2024 83734	Schmitt Jim	21.49	10/24/2024
10/24/2024 83735	Hanna Riley	21.49	10/24/2024
10/24/2024 83736	Troumbly, Chad M	105.86	10/24/2024
10/24/2024 83737	Guertin, Ronald D	206.36	10/24/2024
10/24/2024 83738	Customer Refunds - Z. Lyons	70.48	10/31/2024
10/24/2024 83739	Customer Refunds - J. Johnson	85.45	10/31/2024
10/24/2024 83740	Customer Refunds - GR Automotive	3,960.20	10/31/2024
10/24/2024 83741	Customer Refunds G. Waite	77.24	10/31/2024
10/24/2024 83742	Customer Refunds - Garner	32.24	10/31/2024
10/24/2024 83743	Customer Refunds - Arob	468.82	10/31/2024
10/30/2024 83744	MN Department of Commerce	729.12	10/31/2024
10/31/2024 83745	City of Grand Rapids	72,333.33	10/31/2024
10/30/2024 83746	MN Energy Resources Corporation	30.00	10/30/2024
10/30/2024 83747	UNUM Life Insurance Company of America	3,932.09	10/30/2024
10/30/2024 83748	City of Grand Rapids	74,500.93	10/31/2024
10/30/2024 83749	City of Grand Rapids	136.50	10/31/2024
10/31/2024 83818	Grand Rapids Area Chamber of Commerce	700.00	10/31/2024
10/8/2024 EFT00000000002	Deerwood Bank	97,798.31	10/8/2024
10/24/2024 EFT00000000002	US Bank Corporate Trust	500.00	10/24/2024

Checks Previously Approved ** 18,457.00

Manual Checks/EFT to be approved 603,397.53

Total Manual Checks 621,854.53



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to confirm filling the Wastewater Operations Director vacancy with the preferred candidate, Mr. Stephen Langer; and

Consider a motion to declare a Maintenance II vacancy exists and authorize the internal posting and external advertising, if needed, for the position.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

On July 5, 2024, Jeff Frost, Wastewater Operations Director, submitted his resignation effective July 23rd, 2024.

An internal vacancy for the position was posted on July 8, resulting in two applications. Interviews and skills assessments were conducted with both applicants on July 24. Following the interviews, one applicant withdrew, and the other, Stephen Langer, was deemed unqualified due to not holding a Class A Wastewater Operator Certification.

On August 26 and 27, interviews were conducted with four external candidates. One candidate was invited for a second interview but declined.

On October 21, Stephen Langer, who remained interested in the role, was re-interviewed. Management determined that he would be a good fit for the position, and it was decided to appoint him under an apprenticeship program per the AFSCME 2024–2026 agreement, allowing up to four years to obtain his Class A certification.

Steve Langer, currently serving as a Maintenance II, was offered the Wastewater Operations Director position. Steve brings two years of experience as a GRPU Wastewater Treatment Plant Operator and two years as a Maintenance II, along with extensive knowledge of utility processes and facilities.

With Steve's promotion to Wastewater Operations Director, a vacancy has been created in the Maintenance II position.

RECOMMENDATION:

Confirm filling the Wastewater Operations Director vacancy with the preferred candidate, Mr. Stephen Langer; and

Declare a Maintenance II vacancy exists and authorize the internal posting and external advertising, if needed, for the position.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to confirm the hiring of Vicki Probst as a temporary part-time Administrative Assistant-Customer Service Representative.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

This position will allocate 20% of its time to Administrative Assistant duties, primarily focused on uploading documents into Laserfiche for record retention. The remaining 80% will be dedicated to Customer Service Representative (CSR) responsibilities, providing coverage for current CSRs as they train and implement the new ERP software.

Vicki previously held this role from April to July 2024. We propose rehiring her for this temporary part-time position, starting December 2, 2024, at a rate of \$24.09 per hour. The position will be between 65-120 hours per month, with a minimum of 14 hours per week and is scheduled to run from December 2, 2024, through the end of May 2025.

This is a temporary assignment, and there is no expectation of continued employment in this role beyond the specified employment dates.

RECOMMENDATION:

Consider a motion to confirm the hiring of Vicki Probst as a temporary part-time Administrative Assistant-Customer Service Representative.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Saiger's Steam Clean for ceramic and epoxy floor cleaning for \$5,067.62.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

In August, Saiger's Steam Clean provided professional cleaning services for the Public Works/Public Utilities Service Center. A total of 5,424 square feet of ceramic and epoxy flooring was thoroughly cleaned, ensuring a safe and well-maintained work environment. This effort highlights our commitment to facility upkeep and maintaining a clean, efficient workspace for our team.

RECOMMENDATION:

Consider a motion to ratify the procurement contract with Saiger's Steam Clean for ceramic and epoxy floor cleaning for \$5,067.62.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

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

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

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

RECOMMENDATION:

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





GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to authorize the sale of surplus vehicles to Enterprise or at an auction.

PREPARED BY: Chad Troumbly, Electric Department Manager

BACKGROUND:

Grand Rapids Public Utilities is collaborating with Enterprise Fleet Management and has started receiving new vehicles. The following vehicles have been replaced and will be sold to Enterprise or at an auction as part of the program:

2006 Ford F-150 2WD, VIN 1FTRF12226NB77865, License# 918-007, 86,260 miles (Truck 87)



2009 Ford F-250 Pick-up Truck, VIN 1FTSX21519EB30542, License# 925-667, 105,755 miles (Truck 84)



2015 Ford F-350 Pickup with Snowplow and sander, VIN 1FTTRF3B69FEC15557, License# 948-744, 34,019 miles (Truck 71)



2017 Dodge Ram 3500, VIN 3C63R3AJ6HG711308, License# 975-033, 42,683 miles (Truck 68)



2020 Dodge Ram 1500 Classic, VIN 1C6RR7STXLS137962, License# 972-644, 31,848 Miles (Truck 64)



These vehicles are no longer needed by the GRPU and will be sold to Enterprise or sold at an auction.

RECOMMENDATION:

Consider a motion to authorize the sale of surplus vehicles to Enterprise or at an auction.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to approve the 2024 December semi-annual write off of \$9,337.68 uncollectible accounts receivable.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

The CSR team has performed internal and external collection processes for the attached listing of uncollectible customer accounts receivable.

The attached list, with redacted customer information for privacy, shows the amounts of the requested account balances to write off as uncollectible.

The CSR team has worked diligently to review several years of outstanding account receivable delinquent balances and clean up as part of the new utility billing software implementation. The attached list reflects a lower total than the June 2024 write-off request amount of \$16,285.32.

A request to write off uncollectible customer accounts receivable balances will be presented to the Grand Rapids Public Utilities Commission twice per year.

RECOMMENDATION:

A motion to approve the December 2024 semi-annual write off \$9,337.68 uncollectible accounts receivable.

	A	B	C	D	E
1	For Commission to Approve Write-off - December 2024 Meeting				Item 8.
2	Account #	Customer Name	Service Address	Reason	Amount
3	518240-118240			Deceased	\$49.78
4	502066-104043			Deceased	\$107.54
5	500338-130782			Statute of Limitations	\$463.22
6	510505-129965			Statute of Limitations	\$258.71
7	514328-124905			Statute of Limitations	\$65.63
8	514786-128718			Statute of Limitations	\$467.63
9	514931-128326			Statute of Limitations	\$222.89
10	518128-128523			Statute of Limitations	\$231.60
11	522817-129081			Statute of Limitations	\$121.63
12	522875-122875			Statute of Limitations	\$582.07
13	523088-122835			Statute of Limitations	\$50.48
14	524590-130513			Statute of Limitations	\$737.35
15	524704-128692			Statute of Limitations	\$271.56
16	525373-128504			Statute of Limitations	\$393.38
17	525956-123666			Statute of Limitations	\$141.37
18	526778-130029			Statute of Limitations	\$130.86
19	527214-130715			Statute of Limitations	\$118.68
20	527345-130849			Statute of Limitations	\$18.56
21	527408-131531			Statute of Limitations	\$14.10
22	525255-133477			Bankrupt	\$172.13
23	525859-130134			Statute of Limitations	\$67.07
24	504071-125467			Statute of Limitations	\$65.49
25	512842-132255			Deceased	\$45.53
26	522804-133139			Deceased	\$75.37
27	524254-128893			Statute of Limitations	\$198.41
28	525192-129783			Statute of Limitations	\$119.31
29	525090-125090			Deceased	\$92.76
30	520746-132550			Deceased	\$423.42
31	525371-126931			Statute of Limitations	\$275.25
32	502502-129520			Statute of Limitations	\$38.52
33	503134-131226			Statute of Limitations	\$259.60
34	506785-130993			Statute of Limitations	\$196.44
35	510549-129301			Statute of Limitations	\$34.46
36	511489-131072			Statute of Limitations	\$244.31
37	512668-131547			Statute of Limitations	\$205.12
38	515134-130778			Statute of Limitations	\$337.10
39	515703-130535			Statute of Limitations	\$196.08
40	516553-130531			Statute of Limitations	\$2
41	517380-129050			Statute of Limitations	\$1

	A	B	C	D	E
42	520207-129031			Statute of Limitations	Item 8.
43	521037-128486			Statute of Limitations	\$103.36
44	521313-129967			Statute of Limitations	\$64.45
45	524347-130272			Statute of Limitations	\$310.11
46	524495-130155			Statute of Limitations	\$168.32
47	524569-129181			Statute of Limitations	\$138.24
48	525684-130675			Statute of Limitations	\$85.52
49	525717-129775			Statute of Limitations	\$38.94
50	525721-130351			Statute of Limitations	\$210.13
51	526781-130649			Statute of Limitations	\$33.18
52	527021-131327			Statute of Limitations	\$26.95
53	527233-130305			Statute of Limitations	\$114.18
54	503323-103323			Deceased	\$25.45
55					
56				TOTAL	\$9,337.68



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Greenshades Software LLC for \$2,067.50 to provide professional services for end-of-year payroll processes.

PREPARED BY: Jean M. Lane, Business Services Manager

BACKGROUND:

This purchase is in the approved Business Services Department 2024 operations budget and was made with Procurement Policy G.030 being followed.

This software vendor is a partner with Cogsdale and will provide electronic filing of W-2's, 1099's, 1095-C and 2023 EOY tax form uploads.

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Greenshades for \$2,067.50 to provide professional services for end-of-year payroll processes.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to ratify the Master Services Agreement, the Digital Estate Roadmapping Statement of Work, and the Intune Statement of Work with Emergent Software for professional services for IT project management for an amount not to exceed \$16,500.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

As part of the work to transition managing our own IT services, GRPU staff are working with Emergent Software, an IT professional services consultant, on two of our necessary IT projects. These projects will provide planning and upgrades to our IT infrastructure that will improve the performance and security of our various technology applications.

RECOMMENDATION:

Ratify the Master Services Agreement, the Digital Estate Roadmapping Statement of Work, and the Intune Statement of Work with Emergent Software for professional services for IT project management for an amount not to exceed \$16,500.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with InGensa, Inc. in the amount of \$4,500 for professional services for project management of the building security upgrade project.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

As part of our transition to managing our IT services in-house, GRPU staff are collaborating with InGensa, Inc., a facilities solutions consultant, on our building security upgrade project. This consultant, a partner of the Northeast Service Cooperative (NESC), recently presented at a conference attended by our staff. As a NESC member, GRPU benefited from discounted rates for these services. The project involves reviewing the proposals previously provided to City IT, assessing the existing security systems and obtaining feedback from GRPU staff on desired upgrades, examining integration possibilities with other security components like cameras and gates, and providing a detailed recommendation and cost estimate for the security upgrade.

RECOMMENDATION:

Ratify the procurement contract with InGensa, Inc. in the amount of \$4,500 for professional services for project management of the building security upgrade project.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Minnesota Power for the Tioga Substation System Impact Study for \$5000.

PREPARED BY: Chad Troumbly, Electric Department Manager

BACKGROUND:

The Tioga Substation was designed and built with the possibility to double in capacity. To allow for load growth and system redundancy, GRPU has requested Minnesota Power review the system impact of adding an additional 115 KV to 13.2 KV, 18.6 MVA transformer to that site. This is the first step in the process with an expected cost of \$5000.

RECOMMENDATION:

Consider a motion to ratify the procurement contract with Minnesota Power for the Tioga Substation System Impact Study for \$5000.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to approve the procurement contract with Their Well Company for the rehabilitation of well number 4 for \$30,800 and authorize the General Manager to sign the contract.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved Water Wastewater capital project with a budget of \$55,000. \$0 has been spent to date.

The GRPUC Procurement Policy was followed.

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

RECOMMENDATION:

Consider a motion to approve the procurement contract with Their Well Company for the rehabilitation of well number 4 for \$30,800 and authorize the General Manager to sign the contract.

Capital Plan

2024 *thru* 2028

Grand Rapids Public Utilities Commission

Department 2-Water
Contact Steve Mattson
Type Unassigned
Useful Life 20
Category Water System
Priority 01 - Required
Status Active

Project # WATR2402
Project Name Well 4 Rehabilitation

Total Project Cost: \$110,000

Description
 Rehabilitation of a well is necessary to restore throughput, clean and sanitize and inspect pump, piping and casing.

Justification
 The well has not been rehabilitated since 2010 so it is due for service.

Expenditures	2024	2025	2026	2027	2028	Total	Future
Contractor Labor	55,000					55,000	55,000
Total	55,000					55,000	Total

Funding Sources	2024	2025	2026	2027	2028	Total	Future
Rplcmt Fund-Water Infrastructure	55,000					55,000	55,000
Total	55,000					55,000	Total

Budget Impact/Other

Budget Items	2024	2025	2026	2027	2028	Total	Future
Capital Projects	55,000					55,000	55,000
Total	55,000					55,000	Total



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Tech Sales Co for the purchase of a magnetic flow meter for salt brine system at the WTP for \$4,183.52.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved Water Wastewater capital project with a budget of \$3,500,000.

The GRPUC Procurement Policy was followed.

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Tech Sales Co for the purchase of a magnetic flow meter for salt brine system at the WTP for \$4,183.52.

Capital Plan

2024 thru 2028

Grand Rapids Public Utilities Commission

Department 2-Water
Contact Steve Mattson
Type Unassigned
Useful Life 30
Category Water System
Priority 02 - Significant Need
Status Active

Project # WATR2213
Project Name Water Plant Renovation

Total Project Cost: \$7,000,000

Description
 The Water Plant has reached the end of its useful life. A major renovation is needed to update all the critical equipment.

Justification
 In order to meet the future supply needs of the growing community, a major renovation is necessary.

Prior	Expenditures	2024	2025	2026	2027	2028	Total
0	Contractor Labor	3,500,000	3,500,000				7,000,000
	Total	3,500,000	3,500,000				7,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt	1,000,000	3,500,000				4,500,000
Grants	2,500,000					2,500,000
Total	3,500,000	3,500,000				7,000,000

Budget Impact/Other

Prior	Budget Items	2024	2025	2026	2027	2028	Total
4,943,400	Capital Projects	3,500,000	3,500,000				7,000,000
	Total	3,500,000	3,500,000				7,000,000



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to ratify the procurement contract with Martin's Snowplow and Equipment for a snow plow for truck 71 for the WWTP for \$11,564.44.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for a Water Wastewater capital project with a budget of \$12,000,000.

The GRPUC Procurement Policy was followed. State bid pricing was utilized.

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Martin's Snowplow and Equipment for a snow plow for truck 71 for the WWTP for \$11,564.44.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to approve the procurement contract with Baldwin Supply Company for one gearbox for the custom screw conveyor in the WWT solids process building for \$33,978.48 and authorize the General Manager to sign the contract.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This purchase is part of the approved WWT Capital Budget of \$50,000. This is a custom-built screw conveyor and therefore is a single source purchase. Procurement Policy G.030 was followed.

RECOMMENDATION:

Approve a motion to approve the procurement contract with Baldwin Supply Company for one gearbox for the custom screw conveyor in the WWT solids process building for \$33,978.48 and authorize the General Manager to sign the contract.

Capital Plan

2023 thru 2027

Grand Rapids Public Utilities Commission

Department 4c-WWT Primary Plant

Contact Steve Mattson

Type Unassigned

Useful Life 10

Category WW System

Priority 02 - Significant Need

Status Active

Project # WWPP2103
Project Name Sludge Screw Conveyor - Screw Replacement

Total Project Cost: \$188,535

Description

There are five sections of screw for the custom sludge scw conveyor. In order to maintain runnability, the second and third screw should be replaced.

Justification

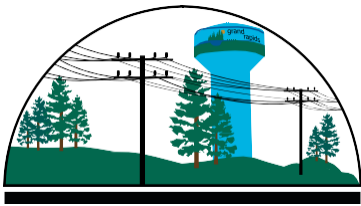
There are five sections of screw for the custom sludge scw conveyor. In order to maintain runnability, the second and third screw should be replaced. The first section was replaced in 2020 which significantly improved the operation of the conveyor and reduced maintenance downtime.

Prior	Expenditures	2023	2024	2025	2026	2027	Total
88,535	Purchases	45,000	45,000				90,000
	Labor	5,000	5,000				10,000
Total	Total	50,000	50,000				100,000

Prior	Funding Sources	2023	2024	2025	2026	2027	Total
88,535	Customer Contributions-UPM	50,000	50,000				100,000
Total	Total	50,000	50,000				100,000

Budget Impact/Other

Prior	Budget Items	2023	2024	2025	2026	2027	Total
88,535	Capital Projects	50,000	50,000				100,000
Total	Total	50,000	50,000				100,000



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

SAFETY REPORT November 2024 Commission Meeting

Safety Topic This Month

Safety Brad trained maintenance and electric department employees on hot works on November 20th.

Safety Committee Program Review This Month

Safety Brad and the Safety Committee reviewed the upgrades to the Building Security Project at the November 21 meeting.

Incidents Reported last Month by Department

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

Cumulative Incidents for 2024

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

Total FROI 2

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	1
W-WW	3	1	0	0	0
TOTAL	3	3	0	1	1



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Review the proposed dates and times for the 2025 Commission meetings.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

We propose continuing with Work Sessions at 8:00 AM on the second Wednesday of each month and Regular Meetings at 4:00 PM on the fourth Wednesday of each month.

RECOMMENDATION:

Review and discussion only - action anticipated at December meeting

REGULAR WORK SESSION (8:00 am) and REGULAR MEETING (4:00 pm)

2025

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	1	30	31	1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31	1	23	24	25	26	27	28	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31	1	2	3	4	5	30	31	1	2	3	4	5	30	31	1	2	3	4	5	27	28	29	30	1	2	3

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5	27	28	29	30	31	1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30
29	30	1	2	3	4	5	29	30	1	2	3	4	5	27	28	29	30	31	1	2	31	1	2	3	4	5	6

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31	1	2	3	4	5	6	28	29	30	1	2	3	4	26	27	28	29	30	31	1	30	1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	29	28	29	30	31	1	2	3
28	29	30	1	2	3	4	26	27	28	29	30	31	1	30	1	2	3	4	5	6	28	29	30	31	1	2	3



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: November 27, 2024

AGENDA ITEM: Consider a motion to approve the 2024 audit statement of work with Clifton Larson Allen (CLA LLP) for \$31,800, plus a 5% technology and client support fee, and to authorize the General Manager and a Commissioner to sign the contract.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

The Commission approved a six-year contract with CLA for audit services 2023-2028 on October 18, 2023, after a joint request for proposal for professional auditing services with the City of Grand Rapids.

The base audit fees for the 2023 audit were \$31,159.

RECOMMENDATION:

Consider a motion to approve the 2024 audit statement of work with Clifton Larson Allen (CLA LLP) for \$31,800, plus a 5% technology and client support fee, and to authorize the General Manager and a Commissioner to sign the contract.



November 5, 2024

Statement of Work - Audit Services

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated September 20, 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.

Mary Reedy is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the business-type activities, which collectively comprise the basic financial statements of Grand Rapids Public Utilities Commission, and the related notes to the financial statements as of and for the year ended December 31, 2024.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of GASB 87/96 tool, if necessary

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to

issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audits will be conducted in accordance with U.S. GAAS. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the financial statements and that your annual report will be issued by June 30, 2025. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our

auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls
- Improper Revenue Recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

You are responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities and safeguarding assets. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party

relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees 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. Management is also responsible for ensuring that your data and records are complete and that you have

received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

Professional standards require us to be independent with respect to you in the performance of these

services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Fees

Our professional fee is \$31,800.00. We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Grand Rapids Public Utilities Commission.

CLA

CLA

SIGN: Mary Reedy
Mary Reedy, Principal

DATE: November 10, 2024

Client

Grand Rapids Public Utilities Commission

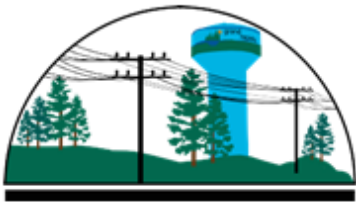
SIGN: _____
Julie Kennedy, General Manager

DATE: _____

Grand Rapids Public Utilities Commission

SIGN: _____
Board Member

DATE: _____



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

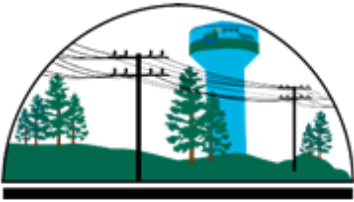
ELECTRIC DEPARTMENT MONTHLY RELIABILITY REPORT Nov 2024 Commission Meeting

Reliability Report Last Month

In October, Grand Rapids Public Utilities carried out scheduled infrastructure maintenance. These planned outages are arranged as far in advance as possible to minimize customer impact. Unplanned outages were caused by four underground faults, a squirrel, and a tree.

SAIDI: 0.09	Avg Minutes / Customers Served	CAIDI: 6.11	Avg Minutes / Customer Out	Total Customers Out: 114
SAIFI: 0.01	Cust Outages / Customers Served	CAIFI: 0.096	Avg Outages / Customer Out	Total Reported Hours: 12
Active: 7655	Active Electric Customers	Outages: 11	Total Number of Outages	Total Customer Hours Out: 265
ASAI: 99.99960	Average Percent System Available			

Outage Time	Restored Time	Outage Type	Duration (Hours)	Customers Out	Customer Hours
10/3/2024 12:58:38 PM	10/3/2024 1:22:50 PM	Scheduled -r-	0.40	1	0.40
10/4/2024 8:48:40 AM	10/4/2024 9:14:33 AM	Wildlife -r-	0.43	2	0.86
10/9/2024 1:13:44 AM	10/9/2024 2:14:24 AM	Equipment -r-	1.01	3	3.03
10/9/2024 3:49:02 PM	10/9/2024 3:54:00 PM	Scheduled -r-	0.08	2	0.17
10/10/2024 11:10:26 AM	10/10/2024 11:35:27 AM	Equipment -r-	0.42	3	1.25
10/11/2024 10:17:24 AM	10/11/2024 10:22:12 AM	Scheduled -r-	0.08	1	0.08
10/17/2024 2:27:10 PM	10/17/2024 3:27:38 PM	Tree -r-	1.01	17	17.13
10/24/2024 4:01:02 AM	10/24/2024 4:34:31 AM	Scheduled -r-	0.56	15	8.37
10/24/2024 4:01:53 AM	10/24/2024 4:35:23 AM	Scheduled -r-	0.56	5	2.79
10/29/2024 4:19:26 AM	10/29/2024 7:38:11 AM	Equipment -r-	3.31	27	89.44
10/29/2024 4:20:09 AM	10/29/2024 8:04:41 AM	Equipment -r-	3.74	38	142.20



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

ELECTRIC DEPARTMENT MONTHLY REPORT Nov 2024 Commission Meeting

Electric Load Graph Last Month

The NEMMPA gross peak occurred on 10/31 at 2:00 pm. A late-morning peak was forecasted, so MP scheduled and dispatched the battery from 8:00 am to 12:00 pm, with GRPU controlling from 6:50 am to 1:10 pm. While the forecast aligned with typical patterns for this time of year, the peak unexpectedly formed in the early afternoon. As a result, we missed the October peak and are currently analyzing the data to gain further insights.

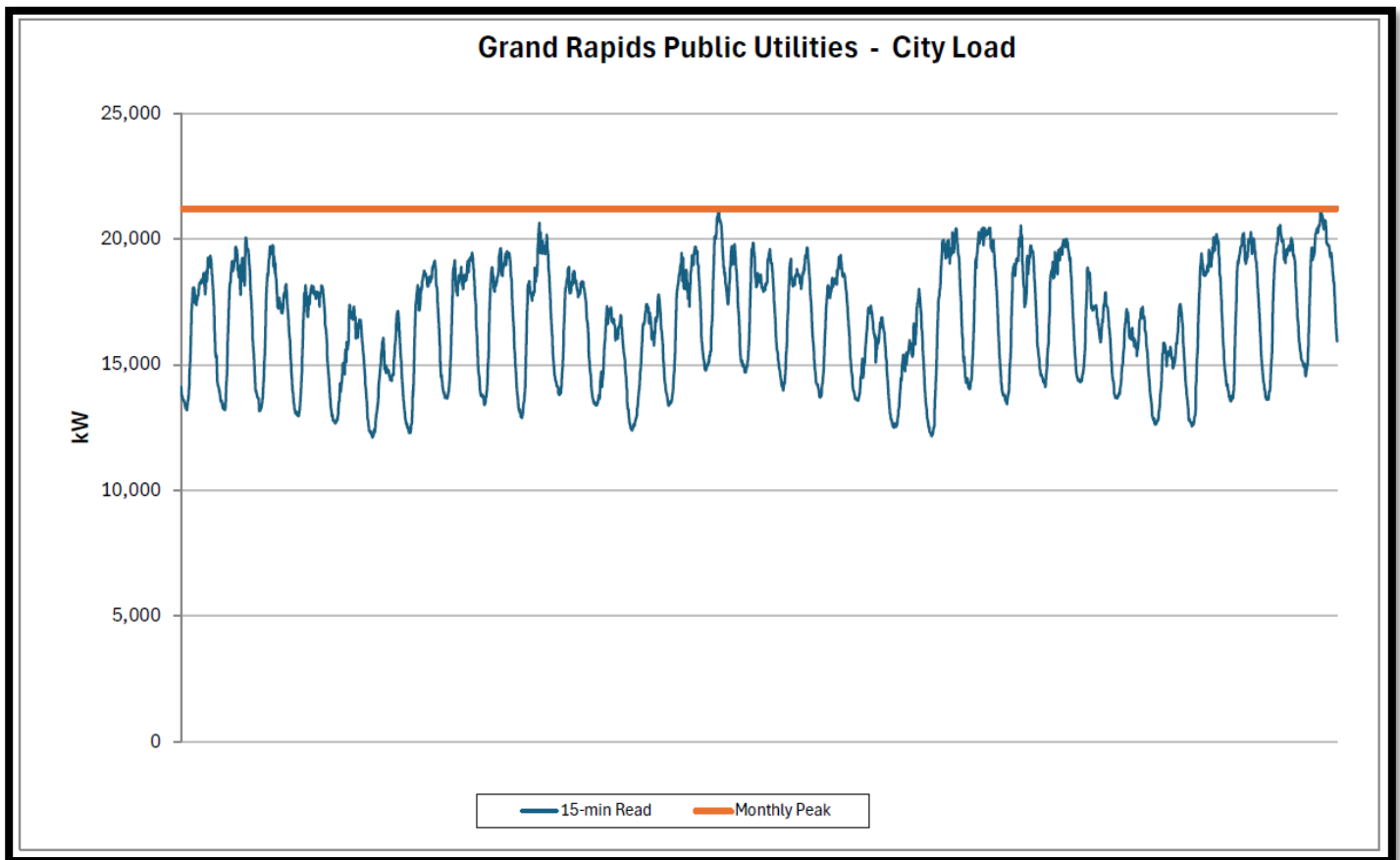


Figure 1: 21,209 kW GR Peak

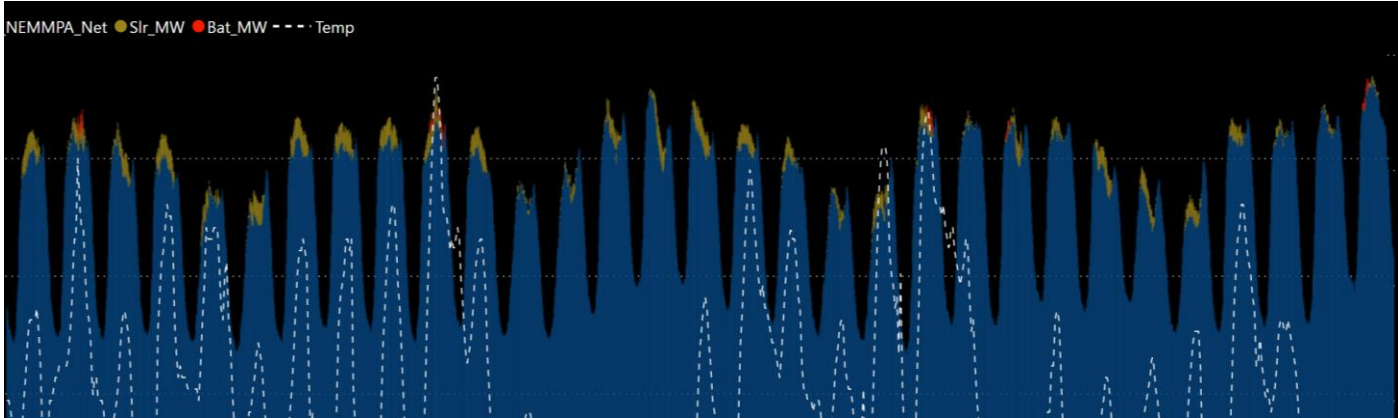


Figure 2: NEMMPA Load with Battery & Solar.

NEMMPA vs. non-NEMMPA Peak Last Month

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

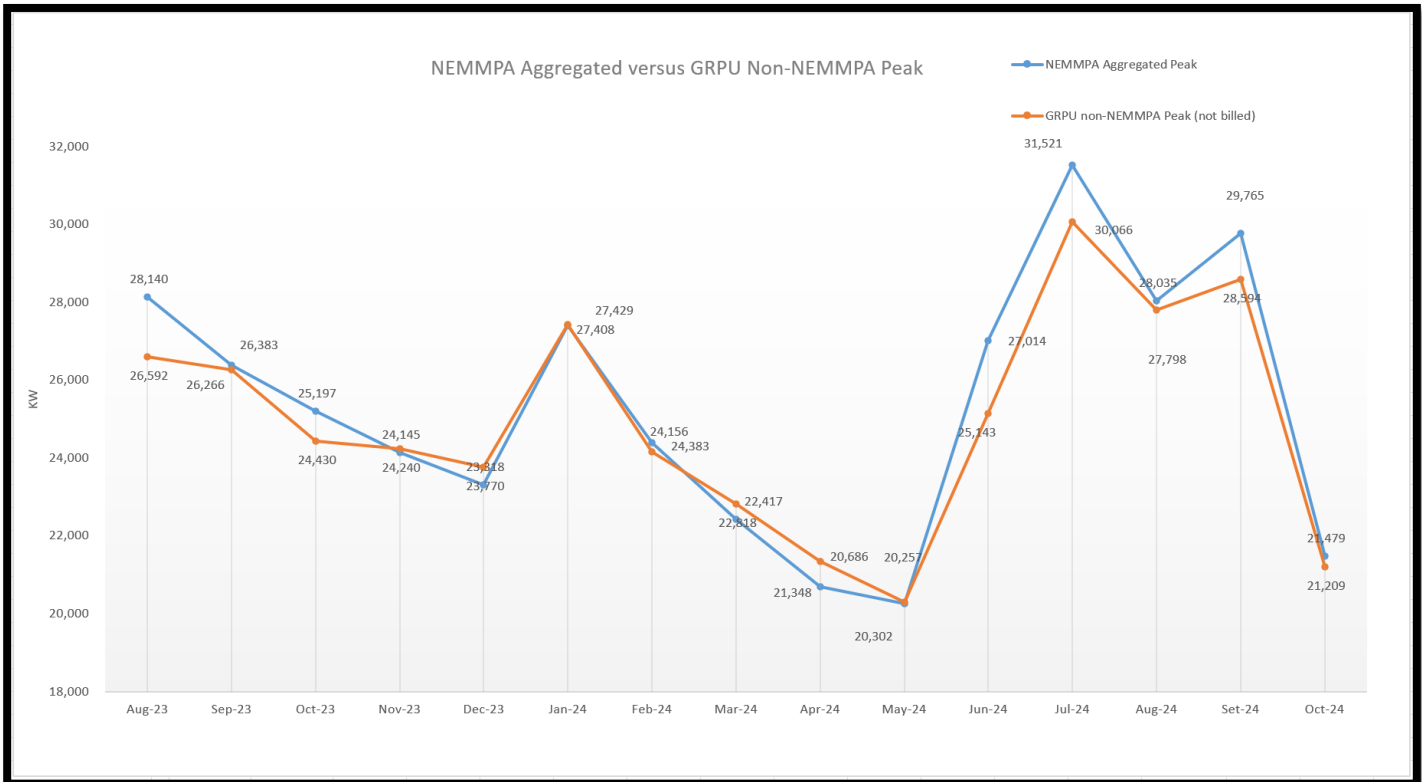


Figure 3: NEMMPA Peak -vs- non-NEMMPA

Effective Wholesale Electric Power Rate Last Month

The attached graph shows the effective wholesale electric rate.

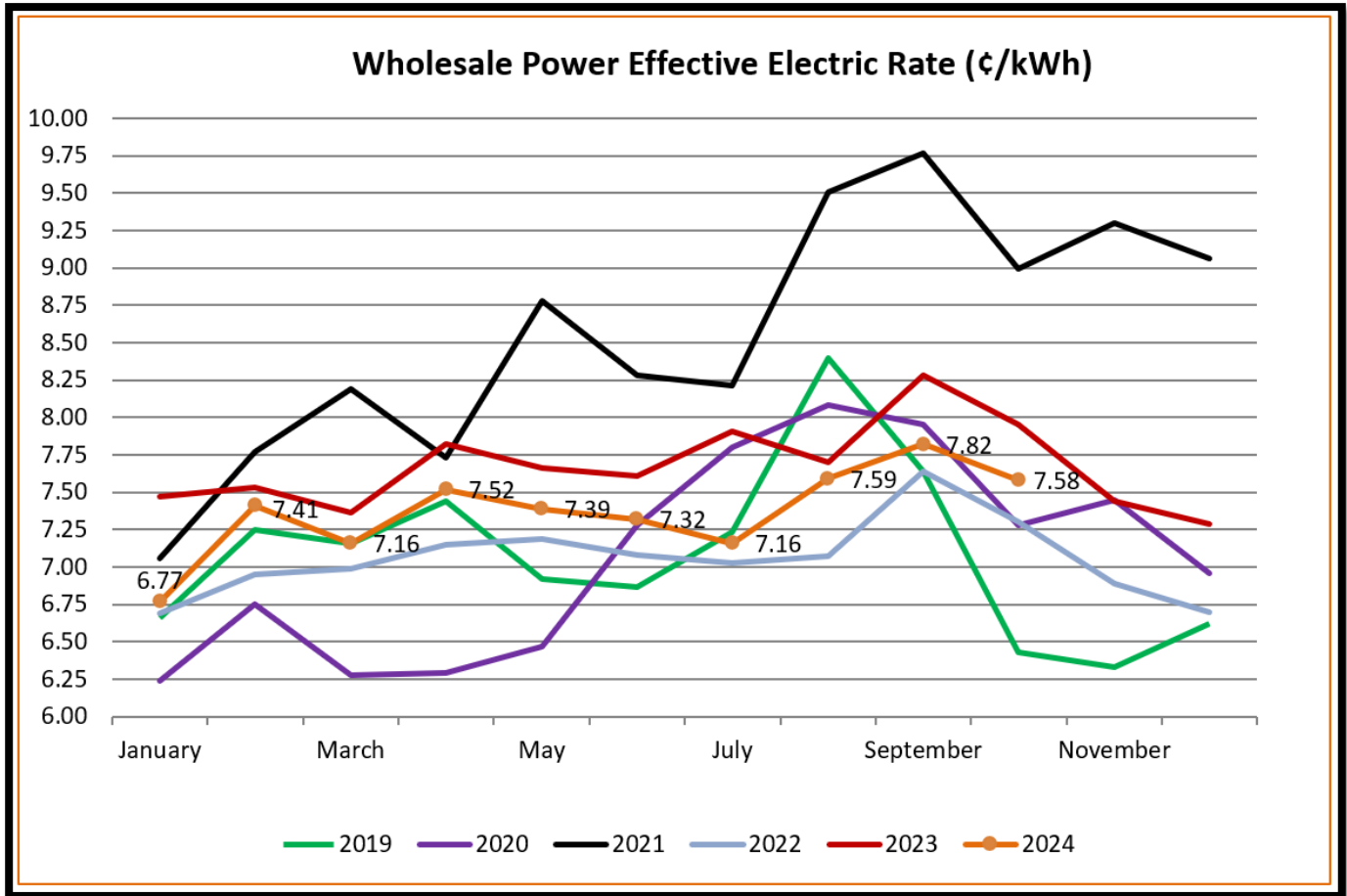
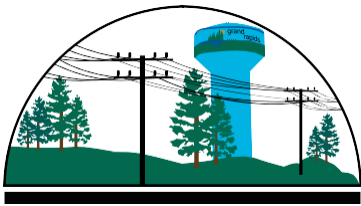


Figure 4: Wholesale Power Effective Elect Rate



GRAND RAPIDS
PUBLIC UTILITIES

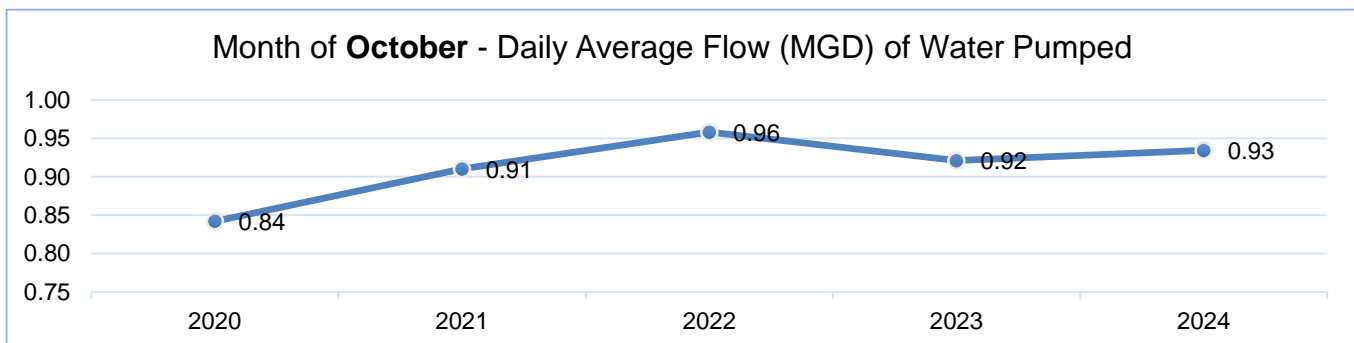
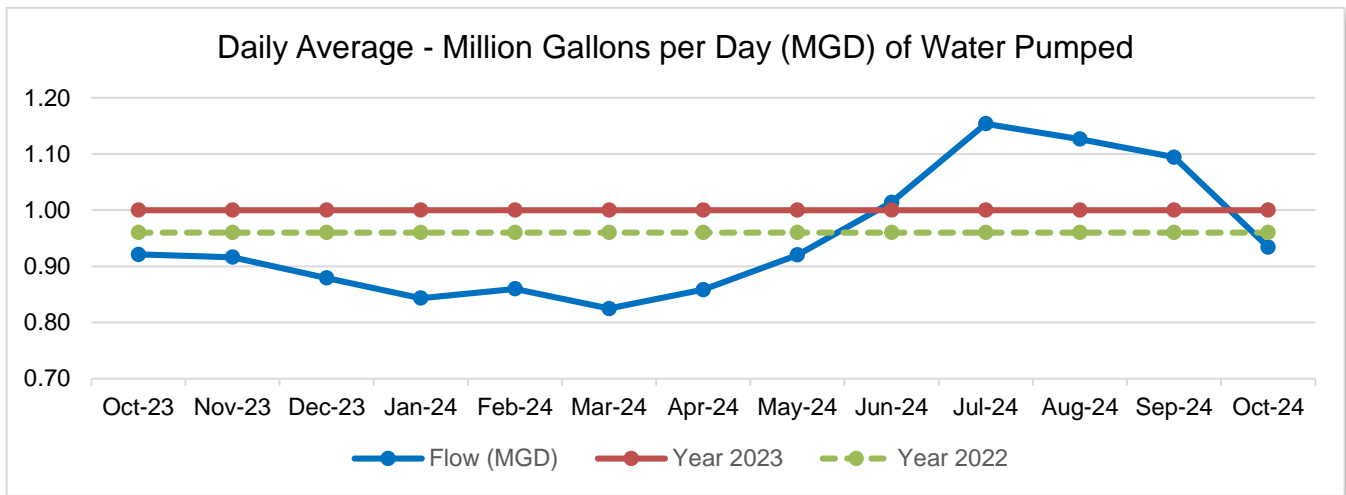
Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

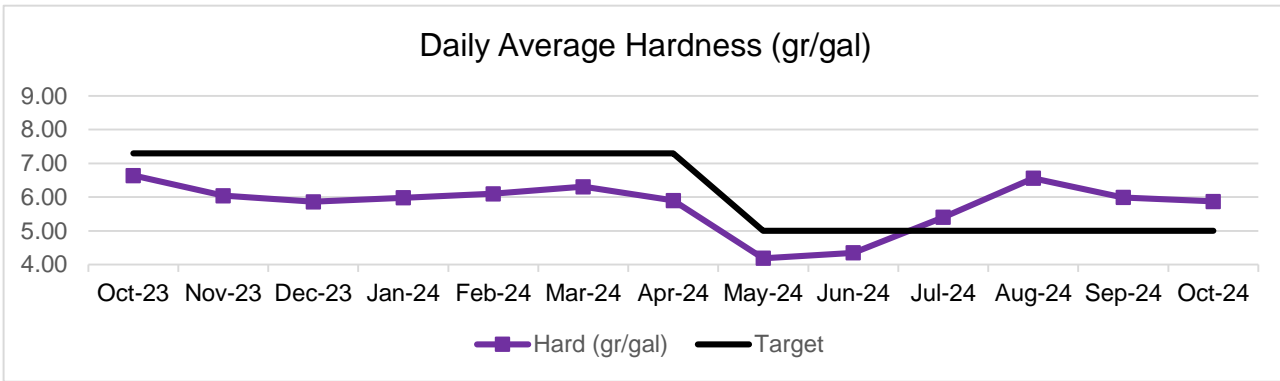
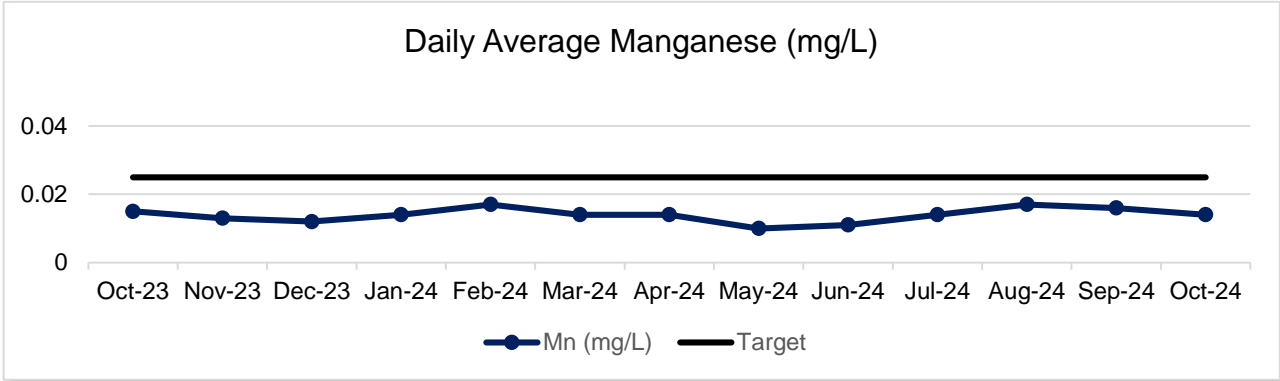
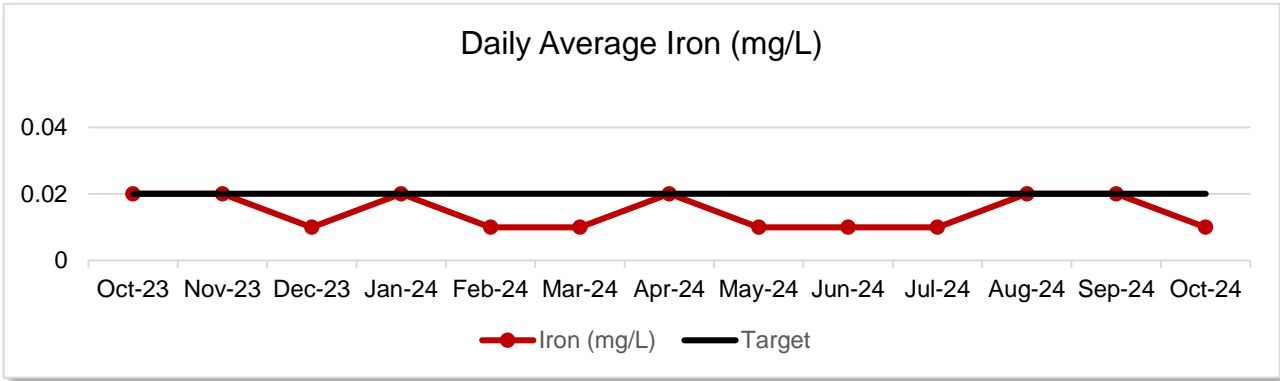
WATER UTILITY MONTHLY REPORT November 2024 Commission Meeting

Water Operations

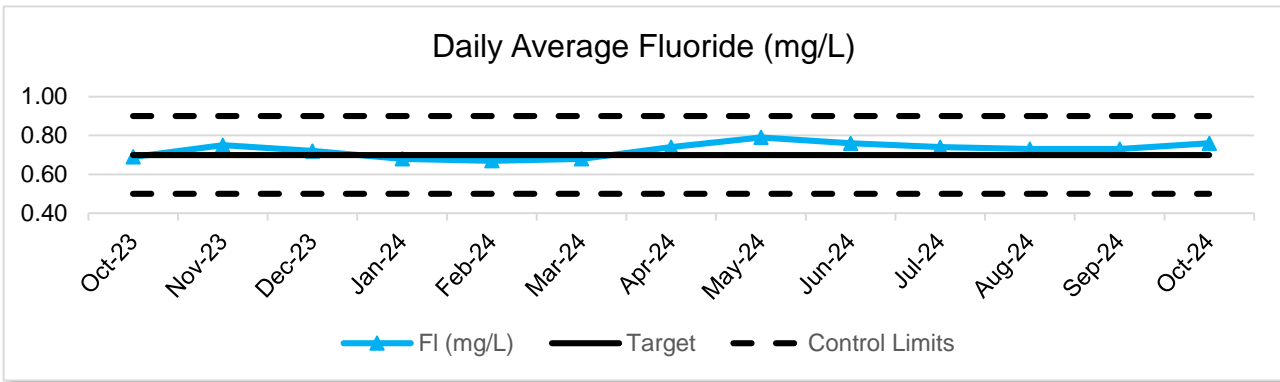
The water plant pumped an average of 0.93 million gallons of water per day (MGD) with a peak of 1.08 million gallons during last month which is normal for this time of the year.



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



Due to the disinfection, water softening was increased to enhance corrosion protection measures.



Capital and Operations Project Summary

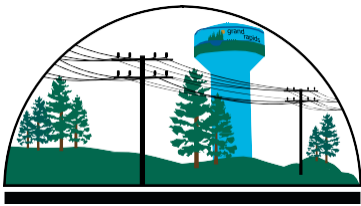
WTP Renovation Project Update:

Progress has been made on the work breakdown structure of the various tasks for the project. Nine items were completed last month with only five of the twenty-six remaining to complete. Most of the remaining tasks are electrical. Bolton & Menk is also gearing up for the planning phase and preliminary design.

COMMISSION REPORT CONTENTS										
Agency						Amount	Percent Spent	Percent Complete		
Lead	Dept	Proj Desc	Proj #	Budget	Spent	(calc'd)			Status	Noted Issues / Highlights
GRPU	WATER	Water Plant Renovation	WATR2213	\$3,500,000	\$75,000	2%	1%	In Progress	Entering planning phase with B&M	
City	WATER	3rd Ave NE & 7th st NE	WATR2002	\$790,000	\$0	0%	100%	Completed	3rd complete, 7th paved.	
GRPU	WATER	Booster Station Panel View	WATR2302	\$30,000	\$1,000	3%	30%	In Progress	Pushed to 2025. Lead time and contractor.	
GRPU	WATER	South Tower Coating Repairs	WATR2310	\$150,000	\$0	0%	0%	Not Started	Pushed to 2025 due to Legionella.	
City	WATER	Paradise Park	WATR2313	\$85,000	\$0	0%	100%	Completed	Pipe is tied into the main.	

Status Definitions

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



**GRAND RAPIDS
PUBLIC UTILITIES**

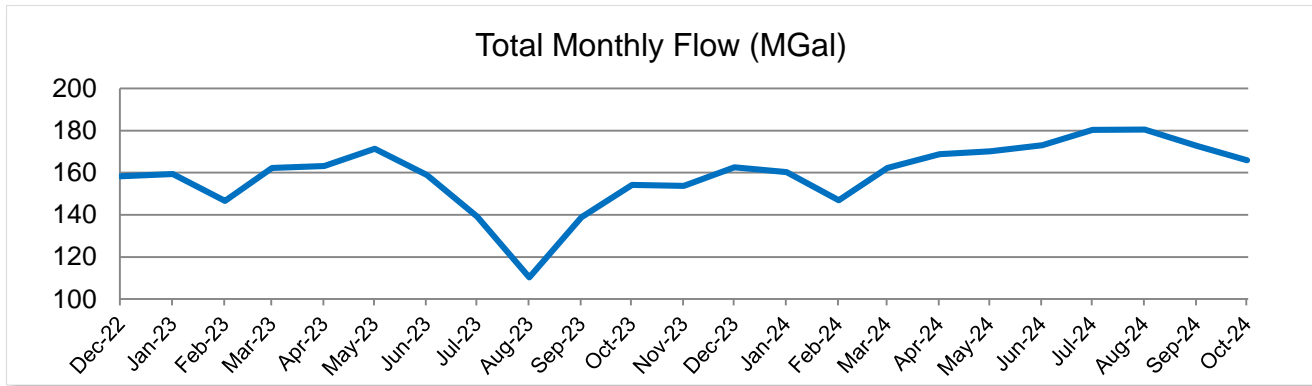
Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

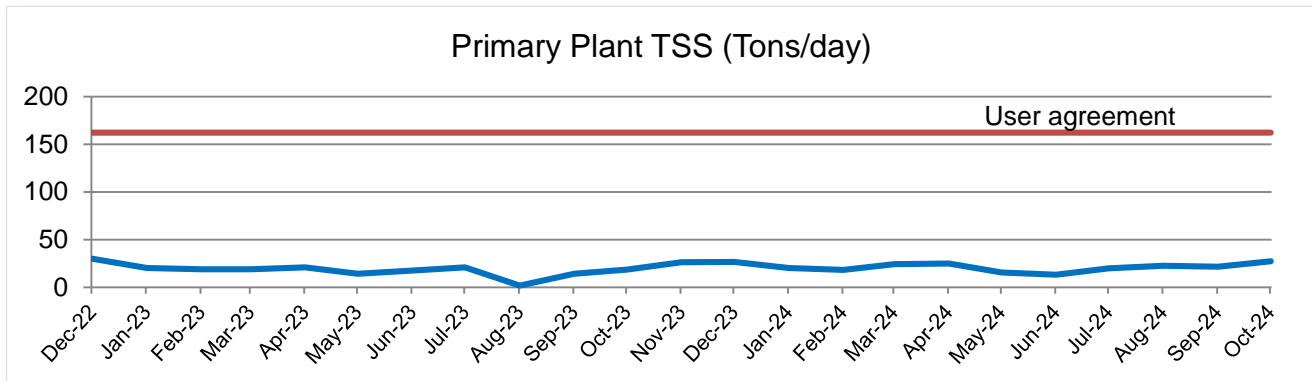
WASTEWATER UTILITY MONTHLY REPORT November 2024 Commission Meeting

Wastewater Operations

The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month. We treated 166 million gallons of water removing 99.9% of the Total Suspended Solids (TSS) and 99.3% Biochemical Oxygen Demand (cBOD).



	Design Limits (monthly AVG)	Actual Results
<u>Primary Plant</u>		
Flow (MGD)	13.25	4.1
TSS (Tons/day)	162	27.2
TSS Peak (Tons/Day)	284	78.4

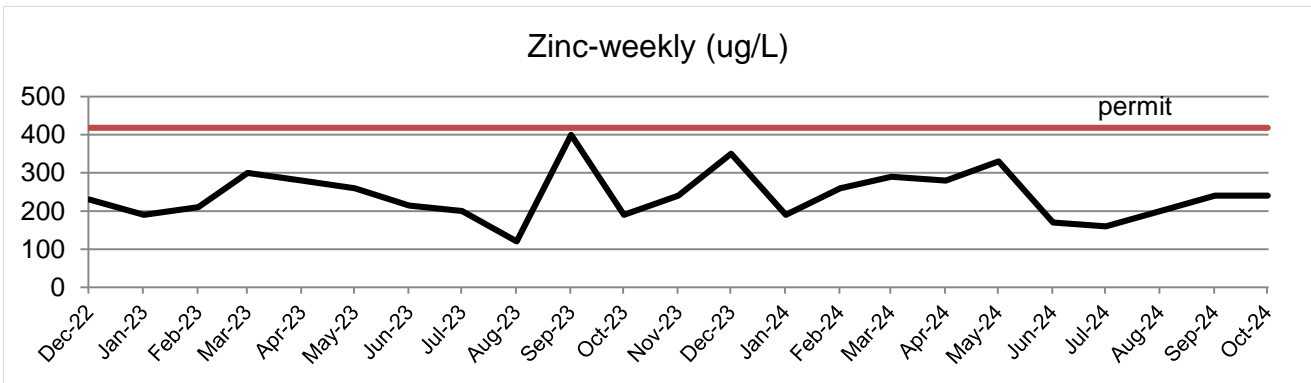
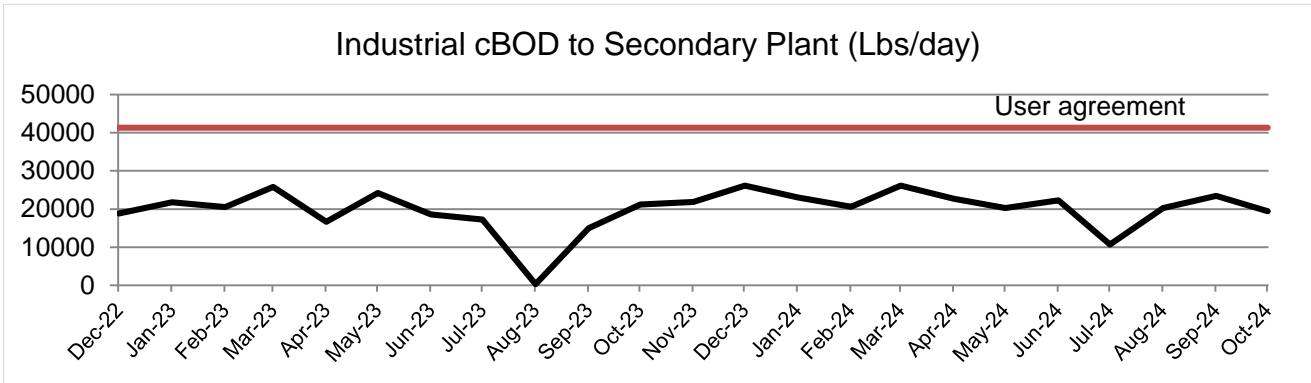


Design Limits
(monthly AVG)

Actual Results

Secondary Plant

Flow (MGD)	15.25	5.4
cBOD (lbs/Day)	41,300	23,125
Peak cBOD (lbs/Day)	57,350	36,788
Zinc-weekly (ug/L)	418	210
% GRPUC		30.0%

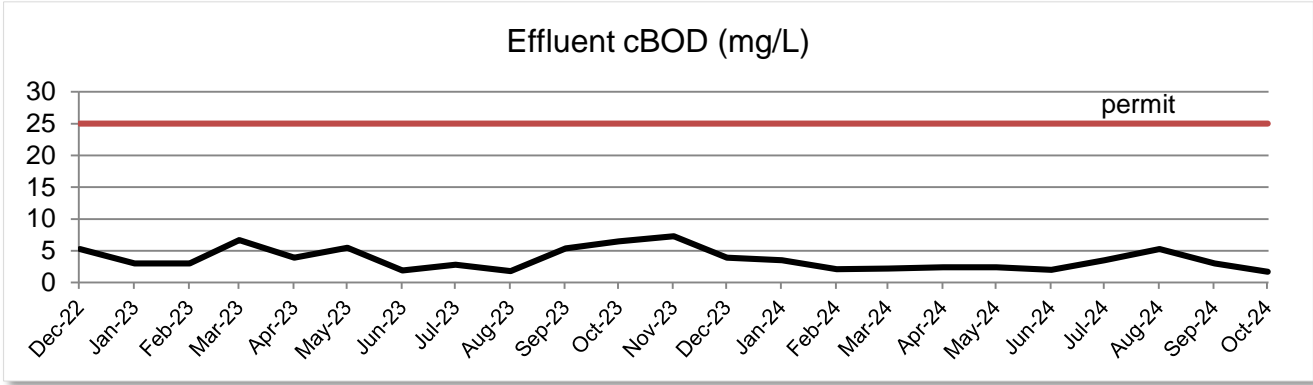
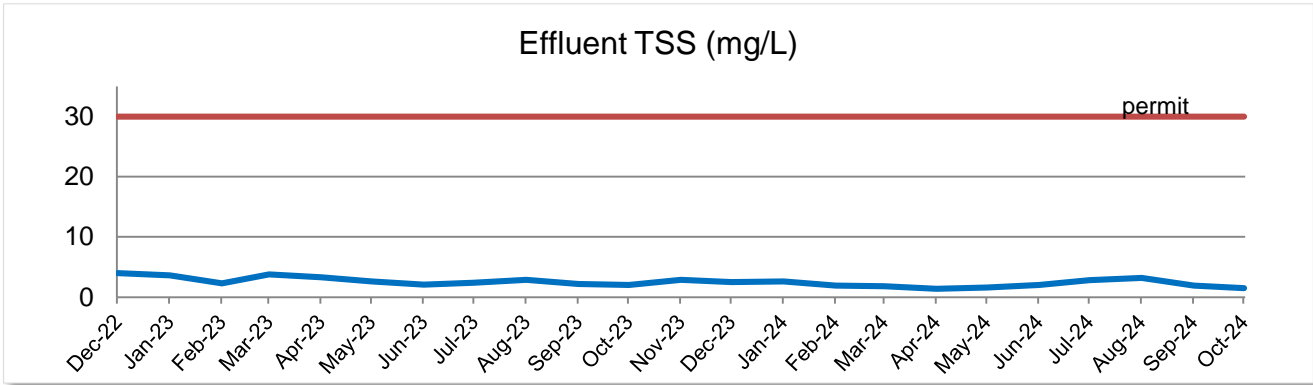


Permit Limits
(monthly AVG)

Actual Results

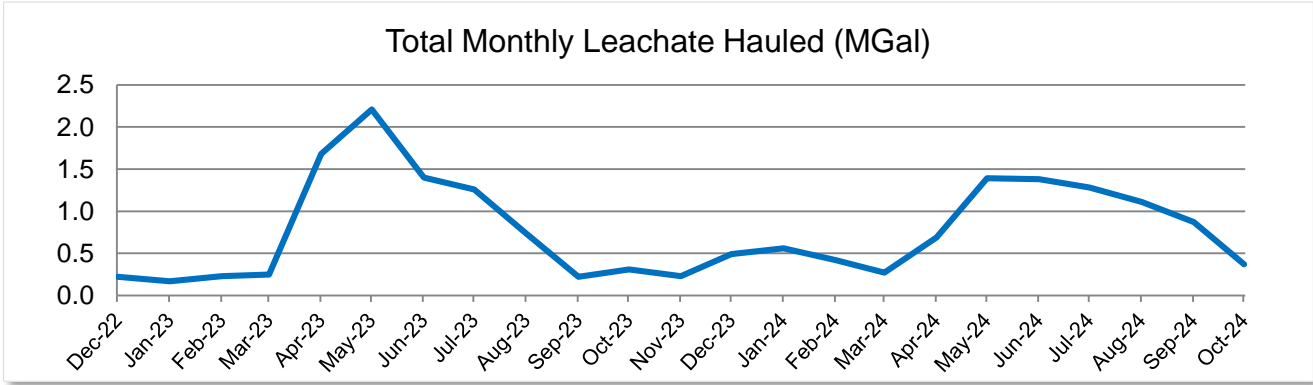
Effluent

TSS (mg/L) – monthly average	30	1.5
cBOD (mg/L) – monthly average	25	1.7
Dissolved Oxygen (mg/L)	>1.0	8.0



Sludge Landfill Operations

- 0.37 million gallons of leachate were hauled last month which is normal.
- 3012 cubic yards of sludge solids were hauled to the landfill



Capital and Operations Project Summary

COMMISSION REPORT CONTENTS										
Agency					Amount	Percent Spent	Percent Complete			
Lead	Dept	Proj Desc	Proj #	Budget	Spent	(calc'd)	d	Status	Noted Issues / Highlights	
City	WWC	3rd Ave NE, 7th St NE	WWCO2002	\$270,000	\$0	0%	100%	Completed		
GRPU	WWC	Jetting		\$150,000	\$15,000	10%	20%	In Progress	Resumed NW, completed Cat 1. 2025 for NW	
GRPU	WWC	Lift Station 3 Controls Update	WWCO2403	\$25,000	\$12,500	50%	40%	In Progress	Install scheduled for Dec.	
GRPU	WWC	Lift Station Pumps	WWCO2005	\$35,000	\$20,000	57%	100%	Completed		
GRPU	WWT	Septic Hauler Dump Station	WWDO2403	\$553,500	\$0	0%	5%	In Progress	Working on Engineering/scope	
GRPU	WWT	Trash Compactor	WWDO2302	\$90,000	\$83,250	93%	30%	In Progress	Unit is onsite. Electric 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
- Completed - done and closed out
- On Hold - waiting on some type of significant action

Grand Rapids Public Utilities

November 27, 2024 Commission Meeting

Department Head Presentation

Mike LeClaire – Information Systems Department Manager



Locating

- ❑ June of 2024 Purchase of new locator
- ❑ Legislative Changes ([MN Stat. 216D](#)) on locate timing, reporting, and future geospatial data collection requirements
- ❑ Walk back functionality saves from having to hook up locator to each utility individually on Project tickets

< > 1 of 2

Log Point 14 [Close]

Feature info Edit comment Split survey from this point More

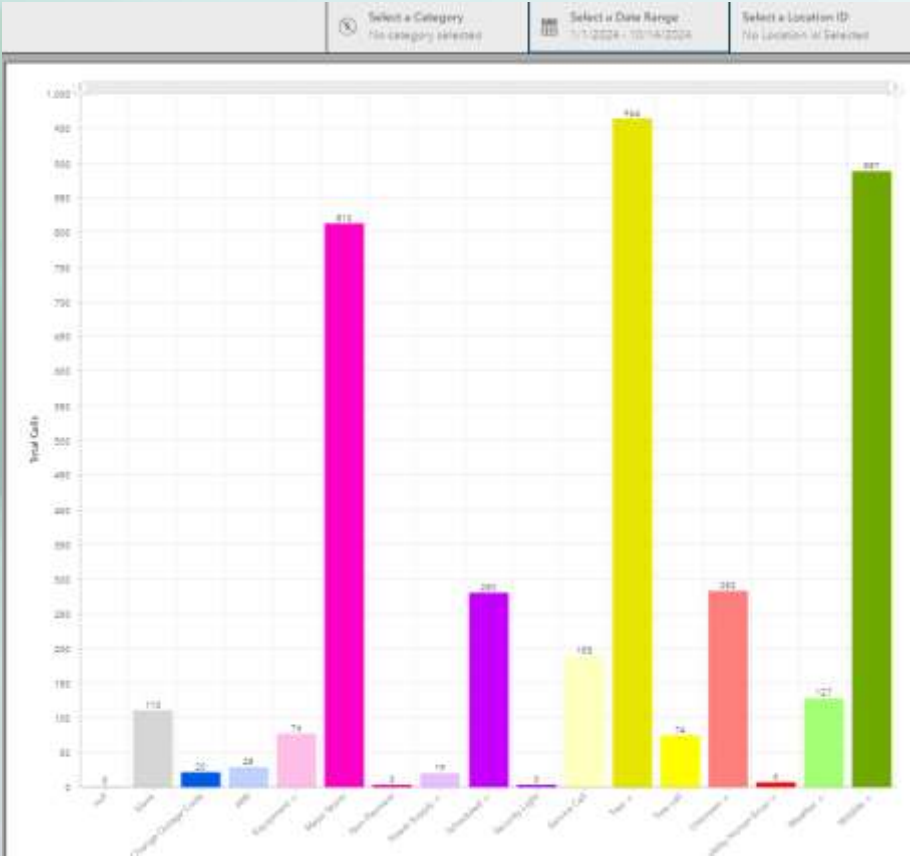
Creation Date:	2024-08-06 11:30 (GMT-0500)
Frequency:	32,768 Hz
Locate Current Direction:	UNKNOWN
Locate Current:	0.00 A
Depth:	49 in
Latitude:	47°12'13.0913"N
Longitude:	93°31'3.7257"W
2DRMS:	5 in
GPS Fix:	RTK



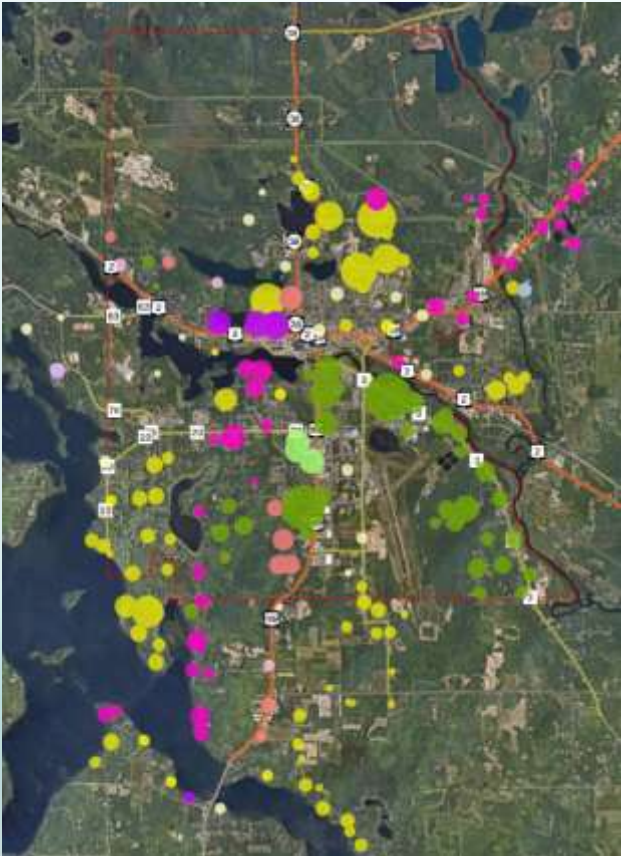
Tree Trimming Application

- ❑ Electric Department project requesting data analysis for location and types of outages
- ❑ Further breakdown of where outages were caused by trees//animals to track and focus on tree trimming
- ❑ Integrated our outage management data from mPower with our GIS system

Graph to select date range of outages by type



Heat map of outages from graph



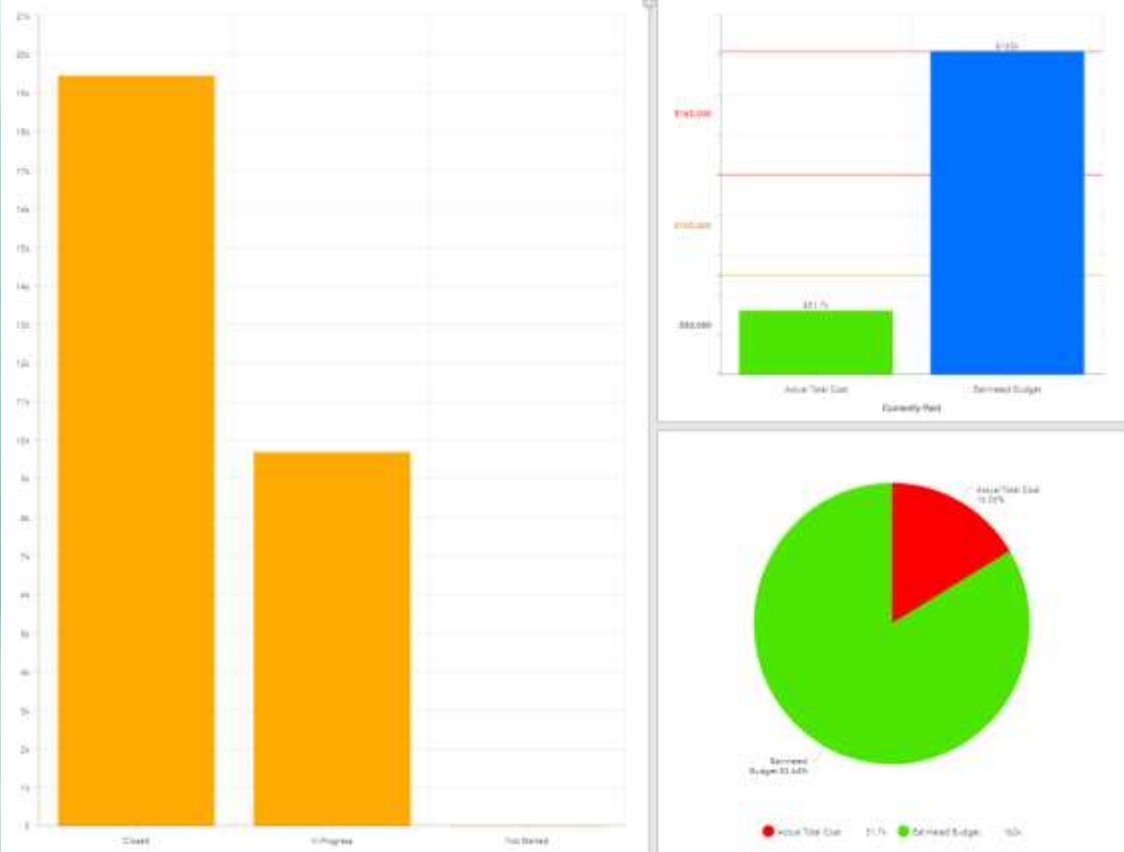
Outages caused by Trees



Tree Trimming Application

- ❑ July – we started creation of polygons of areas where to focus on tree trimming efforts
- ❑ Creation of work orders in Cityworks to track tree trimming actual vs estimated costs

Graphs for actual vs estimated costs



Map of tree outages in an area



Map of tree trimming area of focus for work orders



Information Technology

- ❑ Working with General Manager on City IT services offboarding – anticipated to be complete June 2025

- ❑ September - KTI Technology – consultant specializing in technology planning for utilities
Our plan is a hybrid model combining external IT industry experts with an internal staff member to handle onsite issues, enabling us to effectively manage our IT investment and meet both current and future business needs.

- ❑ October – Lovett Tech - Fiber Improvements Project – advance critical project to upgrade internet, WIFI and networking

- ❑ November/December – Emergent Software – Device Management and Server Administration Projects – execute previously planned improvement projects to our security and redundancy

- ❑ December – InGensa – Building Security Project – finish the upgrade of our 20+ year old system to meet today's current business needs

Questions / Comments

November 27, 2024 Commission Meeting

Department Head Presentation

Mike LeClaire – Information Systems Department Manager

