



GRAND RAPIDS PUBLIC UTILITIES COMMISSION REGULAR WORK SESSION MEETING AGENDA

Wednesday, July 26, 2023

8:00 AM

CALL TO ORDER: Pursuant to due notice and call thereof, a Work Session Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, July 26, 2023 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL:

BUSINESS:

1. Consider a motion to approve \$616,899.47 of verified claims for June and July 2023.
2. Review draft Water - Wastewater policies

ADJOURNMENT:

The next Regular Meeting of the Commission is scheduled for Wednesday, August 16, 2023 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Special meeting/Work Session is scheduled for Wednesday, August 30, 2023 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC's desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, please contact our office at 218-326-7024 and we will provide you with a copy of the policy.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: June 29, 2023

AGENDA ITEM: Consider a motion to approve \$616,899.47 of verified claims for June and July 2023.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$616,899.47

Manual check register \$-0-

Total \$616,899.47

RECOMMENDATION:

Consider a motion to approve \$616,899.47 of verified claims for June and July 2023.

Item 1.

3



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: July 26, 2023

AGENDA ITEM: Review draft Water Wastewater policies

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

GRPU managers continue to draft policies for Commission review. Attached are the draft policies for Metered Use, Water Leak and Drought. These policies have been modernized and establish the standard for GRPU interactions with customers.

As you recall, the previous all-in-one water department policy was rescinded by the commission as a whole, with the direction of adding specific, individual, modernized policy to address the current and future needs.

The Metered Use policy establishes that all customers (present and future) are required to have a meter and node for any utility service (electric, water and wastewater).

Water leaks on the customers portion of the line can be viewed from many viewpoints. This policy should address the operational issues and concerns from the aspect of water loss and possible damage to infrastructure. Additionally, it should also address from a customer service perspective, for instance, the ability to provide a wastewater credit for customers for lost water due to a break after the meter.

The Drought policy addresses the requirement of GRPU to follow state protocol but also illustrate how GRPU will address issues with customers.

Upon feedback from the Commission on the draft policies, revised policies will be prepared for approval at the August 16 GRPU Commission meeting.

RECOMMENDATION:

Review and comment on draft water wastewater policy.



COMMISSION POLICY

Metered Use

Category: General	Subcategory: General	Policy Number: X.1.00X
-----------------------------	--------------------------------	----------------------------------

Section I - Introduction

This policy was developed to be used as a guide by Grand Rapids Public Utilities (GRPU) personnel and to provide GRPU customers the greatest practicable latitude in the use of utilities services consistent with reliable, economical and safe service to all customers. The result of using this policy should be consistent, logical and fair treatment of GRPU customers in regard to electric, water and wastewater (sanitary sewer) discussions.

Legal ramifications of these policies are addressed in various parts of the Municipal Code.

Section 2 – Policy

All electric, water and wastewater connections must have a meter and auxiliary equipment before receiving any GRPU services. Wastewater usage is calculated based on water usage. Customers with a private well that are connected to the wastewater collection system must have a water meter and auxiliary equipment installed on their water line. Current customers receiving services without a meter and auxiliary equipment must comply with this policy and will have an approved written agreement to have GRPU services metered within a reasonable time. The general manager will review and approve these agreements.

Non-metered electric, water, or wastewater usage is considered theft and will be prosecuted to the full extent of the law. The only exceptions to the meter requirement are those required by law, water for fire-fighting purposes and street lighting. On rare occasions, the general manager can also make an exception, for unique and extraordinary valid purposes.

Tom Stanley
GRPU President

Luke Francisco
GRPUC Secretary

POLICY HISTORY:

Revised:

Adopted:
August
2023



COMMISSION POLICY

Water Leak

Category: Water	Subcategory: General	Policy Number: 5.1.004
---------------------------	--------------------------------	----------------------------------

Section I - Introduction

This policy was developed to be used as a guide by Grand Rapids Public Utilities (GRPU) personnel and to provide GRPU customers the greatest practicable latitude in the use of utilities services consistent with reliable, economical and safe service to all customers. The result of using this policy should be consistent, logical and fair treatment of GRPU customers in regard to water and wastewater (sanitary sewer) discussions.

Legal ramifications of these policies are addressed in various parts of the Municipal Code.

Section 2 – Policy

It is the responsibility of the customer or property owner to maintain the service line from the curb stop to the building as dictated in Water Policy 5.1.000 Jurisdictional Boundaries. Therefore, any leaks found on private property are the responsibility of the customer to locate and repair. Water leaks can be costly and quickly cause damage so customers shall repair them expeditiously. Customers shall notify GRPU within 24 hours of any water leak found on private property. GRPU staff is prepared to work with customers and contractors to help isolate water leaks within the distribution system.

Water leaks that are detected after the curb stop but before the water meter will take a coordinated effort between GRPU and the customers contractor. The costs associated with the water repair are the responsibility of the customer, however, the customer will not be billed for the water that was lost before the water meter. Once the leak is determined, the customer will have 72 hours to provide a plan to GRPU Water-Wastewater manager for the necessary repair. The time frame allowed for said repair will vary depending on the severity of the leak and what time of the year the leak is detected.

At its' discretion, GRPU may shut off water service if it is determined that property or system infrastructure damage is likely to result from the leak or if there is a threat to public safety or water quality.

Water leaks that are detected after the meter have a high likelihood of causing damage to a customer's building and will require immediate attention. Customers should locate and close the main shut off valve in the building and make the appropriate repair. If there is not a main

shutoff valve or the customer cannot locate it, GRPU can shut off the water at the curb so the repair can take place.

Item 2.

Customers are required to pay for the quantity of water and the wastewater charges associated with any water leak that was metered. GRPU does offer a one-time wastewater billing adjustment per residential customer at the leak location in the form of a credit applied to the customer utility bill when a significant increase in water consumption occurs due to a pipe break, fixture leak, vandalism or similar situation.

Customers must provide document(s) that the leak was repaired and document that the water did not go into the wastewater collection system for treatment. The customer must provide repair or parts receipt, pictures of leak area, written narrative of the request and explanation of the leak. Additionally, the following criteria must be met:

- The customer's utility account must be current (can't have an outstanding balance).
- Consumption on the utility bill in question must be at least three times more than the previous two months.
- Permanent repairs must be made within 60 days of the due date of the utility bill in question and one-time wastewater billing adjustment submitted within 60 days of the due date
- Properties under construction, being renovated, abandoned or vacant without proper care do not qualify.

If all the criteria are met, then the one-time wastewater billing adjustment for that month will be reduced to the average of the previous two months and billed accordingly. The General Manager has the discretion to waive a criterion with an unusual or extraordinary circumstance.

Any damage done to a hydrant meter, node, hydrant, valves, valve boxes, or water main or any other component of the water distribution system, as a result of customers repair will be repaired by GRPU (with its own or hired contractor). The cost of such repair will be billed to the party or parties responsible for the damage.

Tom Stanley
GRPU President

Luke Francisco
GRPUC Secretary

POLICY HISTORY:

Last Revision:
Adopted:
Revised:



COMMISSION POLICY

Drought

Category: Water	Subcategory: General	Policy Number: 5.1.005
---------------------------	--------------------------------	----------------------------------

Section I - Introduction

This policy was developed to be used as a guide by Grand Rapids Public Utilities (GRPU) personnel and to provide GRPU customers the greatest practicable latitude in the use of utilities services consistent with reliable, economical and safe service to all customers. The result of using this policy should be consistent, logical and fair treatment of GRPU customers in regard to water and wastewater discussions.

Section 2 – Policy

The state of Minnesota defines drought as a period of abnormally dry and/or unusually hot weather sufficiently prolonged for the corresponding deficiency of water to cause a serious hydrologic imbalance. Drought impacts soil moisture, surface water, ground water as well as aquifers. Water usage and availability in the Grand Rapids area is critical for well-being, fire protection and life itself. In the event of drought conditions, GRPU reserves the right to be able to impart water restrictions to its customers, which includes the city of LaPrairie.

GRPU accesses the public water supply via permitting through the Minnesota Department of Natural Resources (DNR). Because water is determined to be a state asset, the MN DNR must carefully steward the water resources through all climate conditions. Therefore, the MN DNR has the authority to mandate water conservation measures (restrictions) through water suppliers (permittees) such as the GRPU.

Minnesota has a [statewide drought plan](#). This plan details a drought plan matrix that contains the drought phases (triggers) with the corresponding action for water users and suppliers. The phases are: non-drought, drought watch, drought warning, restrictive and emergency. The state maintains the current drought conditions through their website. GRPU is part of the Mississippi Headwaters (0701) watershed.

There are actions required for water suppliers for every phase of the drought plan. Restrictions can come in many forms such as voluntary measures early on to an irrigation/sprinkling schedule all the way to limiting water usage to highest priorities defined by [Minnesota Statutes 103G.261](#).

GRPU will follow the required water suppliers' actions as dictated by the state of Minnesota and will communicate those requirements to its customers.

Item 2.

GRPU customers will be required to abide by said actions or face possible consequences. GRPU will use a three-step process to enforce any necessary measures. The first step will be education and communication; the second step will be education, communication and financial penalties. The third step will be education, communication, and shut-off of water services. The General Manager will approve the three-step enforcement process and can make an exception to the three-step process for unique and extraordinary valid purposes.

Tom Stanley
GRPU President

Luke Francisco
GRPUC Secretary

POLICY HISTORY:

Last Revision:
Adopted:
Revised: