



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Monday, September 18, 2023

4:00 PM

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

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

**ABSENT: Commissioner Nancy Saxhaug with notice.**

**STAFF: Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane and Megan Pehrson**

**PUBLIC FORUM:**

**No one from the public was present.**

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the August 16, 2023 Regular Commission Minutes, the August 18th Closed Meeting Minutes and the August 30, 2023 Regular Work Session Minutes.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the August 16, 2023 Regular Commission Minutes, the August 18th Closed Meeting Minutes and the August 30, 2023 Regular Work Session Minutes.**

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

**VERIFIED CLAIMS:**

2. Consider a motion to approve \$1,714,362.78 of verified claims for August 2023.

**Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve \$1,714,362.78 of verified claims for August 2023.**

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

**COMMISSION REPORTS:**

**Commissioner Rick Smith commented that Riverfest was a successful and sustainable event this year.**

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.

**General Manager Julie Kennedy requested item #5 be removed from the consent agenda and placed on the regular agenda. Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve the consent agenda as amended with item #5 now being item #11a.**

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

3. Consider a motion to approve the City Treasurer's Report for August 2023.

**Approved on consent agenda.**

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

**Approved on consent agenda.**

5. ~~Consider a motion to adopt Resolutions 09-18-23-08 adopting the Revenue Policy, Resolution 09-18-23-09 adopting the Grant Policy, Resolution 09-18-23-10 adopting the Investment Policy, Resolution 09-18-23-11 adopting the Operating Reserve Policy, Resolution 09-18-23-12 adopting the Capital Improvement Plan Policy, and Resolution 09-18-23-13 adopting the Debt Management Policy.~~

**Removed from consent agenda and moved to section #11a for further discussion.**

6. Consider a motion to ratify the procurement contract with Electric Pump for labor and parts for the spare domestic lift station pump for \$19,118.50.

**Approved on consent agenda.**

7. Consider a motion to ratify the procurement contract with Novaspect for a valve for the water plant for \$10,507.99.

**Approved on consent agenda.**

8. Consider a motion to ratify the procurement contract with Visu-Sewer for a repair to a manhole near lift station 6 for \$5,520.

**Approved on consent agenda.**

9. Consider a motion to ratify the procurement contract with Power Process for Moyno pump parts for the primary plant sludge pump 2B for \$18,574.24.

**Approved on consent agenda.**

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

Motion made by Commissioner Adams, Seconded by Secretary Francisco to approve the regular agenda with the addition of #11a.

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

SAFETY REPORT:

10. Review Safety Monthly Report

**Reviewed Safety Monthly Report.**

ADMINISTRATION:

11. Review Administration Department Monthly Report

**Reviewed Administration Department Monthly Report**

11a. Consider a motion to adopt Resolutions 09-18-23-08 adopting the Revenue Policy, Resolution 09-18-23-09 adopting the Grant Policy, Resolution 09-18-23-10 adopting the Investment Policy, ~~Resolution 09-18-23-11 adopting the Operating Reserve Policy~~, Resolution 09-18-23-12 adopting the Capital Improvement Plan Policy, and Resolution 09-18-23-13 adopting the Debt Management Policy.

**Secretary Francisco has requested the removal of Resolution 09-18-23-11 adopting the Operating Reserve Policy from this agenda.**

**Motion made by Secretary Francisco, Seconded by Commissioner Smith to adopt Resolutions 09-18-23-08 adopting the Revenue Policy, Resolution 09-18-23-09 adopting the Grant Policy, Resolution 09-18-23-10 adopting the Investment Policy, Resolution 09-18-23-12 adopting the Capital Improvement Plan Policy, and Resolution 09-18-23-13 adopting the Debt Management Policy. Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams**

BUSINESS SERVICES DEPARTMENT:

12. Review Business Services Monthly Report

**Reviewed Business Services 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**

### DEPARTMENT HEAD PRESENTATION:

16. Administration Department Head Presentation - General Manager, Julie Kennedy

**General Manager Julie Kennedy presented the Administration Department Head Presentation**

### ADJOURNMENT:

**There being no further business, the meeting was adjourned at 4:45PM.**

**Respectfully submitted,**

*Megan Pehrson*

**Megan Pehrson, Executive Assistant**