



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, December 13, 2023

4:00 PM

**President Stanley called the meeting to order at 4:05PM**

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

**OTHERS: Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane, Karleen Kos**

**PUBLIC FORUM:**

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

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the November 8, 2023 Regular Commission Minutes, the November 17, 2023 Special Meeting Minutes and the November 22, 2023 Work Session Minutes.

**Motion made by Commissioner Adams, Seconded by Secretary Francisco to approve the November 8, 2023 Regular Commission Minutes, the November 17, 2023 Special Meeting Minutes and the November 22, 2023 Work Session Minutes. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

**VERIFIED CLAIMS:**

2. Consider a motion to approve \$3,375,733.82 of verified claims for November 2023.

**Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve \$3,375,733.82 of verified claims for November 2023. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, 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 Saxhaug to approve the consent agenda as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

3. Consider a motion to approve the Services Agreement with MMUA for safety professional services in the amount of \$34,150.00 and authorize the General Manager to sign the Agreement.

**Approved on consent agenda.**

4. Consider a motion to approve the amended bylaws.

**Approved on consent agenda.**

5. Consider a motion to ratify the procurement contract with Cogsdale for \$15,750 to install MS GP Dynamics, CMG, CSM 18.6 upgrade and provide technical support.

**Approved on consent agenda.**

6. Consider a motion to ratify the procurement contract with Cogsdale for \$2,100 to provide professional services for end-of-year payroll processes.

**Approved on consent agenda.**

7. Consider a motion to ratify the procurement contract with CLA for not to exceed \$5,000 providing professional services to assess GRPU use of Federal Energy Regulatory Commission (FERC) accounting versus using only Generally Accepted Accounting Principles (GAAP)/Government Accounting Standards Board (GASB) accounting.

**Approved on consent agenda.**

8. Consider a motion to approve the December 2023 semi-annual write off of \$43,153.79 uncollectible accounts receivable.

**Approved on consent agenda.**

9. Consider a motion to award the contract for 2024 Sludge Placement to JRadtke Trucking in the amount of \$67,500 and authorize the General Manager to sign the contract.

**Approved on consent agenda.**

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

**Motion made by Secretary Francisco, Seconded by Commissioner Adams to approve the regular agenda with Adjournment changed to Department Head Presentation. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

SAFETY REPORT:

10. Review Safety Monthly Report

**Reviewed Safety Monthly Report**

ADMINISTRATION:

11. Consider a motion to approve the Information Systems Analyst (Systems Emphasis) and Information Systems Manager job descriptions and authorize the internal posting, and external advertisement, if needed.

**Motion made by Secretary Francisco, Seconded by Commissioner Adams to approve the Information Systems Analyst (Systems Emphasis) and Information Systems Manager job descriptions and authorize the internal posting, and external advertisement, if needed. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

12. Review Administration Department Monthly Report

**Reviewed Administration Department Monthly Report**

BUSINESS SERVICES DEPARTMENT:

13. Consider a motion to adopt resolution 12-13-23-16 approving the 2024 Operations and Capital Budgets.

**Motion made by Commissioner Adams, Seconded by Secretary Francisco to adopt resolution 12-13-23-16 approving the 2024 Operations and Capital Budgets. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

14. Consider a motion to ratify the 2024 electric, water, and wastewater collection rates per the 2022 adopted cost of service rate studies.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to ratify the 2024 electric, water, and wastewater collection rates per the 2022 adopted cost of service rate studies. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

ELECTRIC DEPARTMENT:

15. Review Electric Utility Monthly Report

**Reviewed Electric Utility Monthly Report**

WATER AND WASTEWATER DEPARTMENT:

16. Review Water Utility Monthly Report

**Reviewed Water Utility Monthly Report**

17. Review Wastewater Utility Monthly Report

**Reviewed Wastewater Utility Monthly Report**

~~ADJOURNMENT:~~ **DEPARTMENT HEAD PRESENTATION:**

18. Electric Department Head Presentation

**Electric Department Manager Chad Troumbly gave the Department Head Presentation**

ADJOURNMENT:

**There being no further business, the meeting was adjourned at 4:43PM.**

**Respectfully submitted,**

*Megan Pehrson*

**Megan Pehrson, Executive Assistant**