



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, September 25, 2024

4:00 PM

Secretary Francisco 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

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

ABSENT: Commissioner Nancy Saxhaug with notice.

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the August 14, 2024 Work Session Minutes and the August 28, 2024 Regular Meeting Minutes.

Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the August 14, 2024 Work Session Minutes and the August 28, 2024 Regular Meeting Minutes.

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

VERIFIED CLAIMS:

2. Consider a motion to approve \$781,139.17 verified claims for August and September 2024.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve \$781,139.17 verified claims for August and September 2024.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Adams

COMMISSION REPORTS:

Commissioner Adams mentioned that he drove down NE 3rd Avenue and observed that the reconstruction has turned out well.

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 authorize the sale of surplus vehicles.

Approved on consent agenda.

4. Consider a motion to ratify the procurement contract with Keller Fence Company – North Inc. for fence removal and replacement.

Approved on consent agenda.

5. Consider a motion to approve the procurement contract with Trachte, LLC, to repair the roof at the Grand Rapids 115 kV Substation for \$28,514 and allow the General Manager to sign the contract.

Approved on consent agenda.

6. Consider a motion to approve the procurement contract with Rapid Garage Door and Awning for replacing the west garage door at the CSC garage bay for \$36,914.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

7. Consider a motion to approve the procurement contract with Electric Pump Inc. for rebuilding the spare domestic pump for \$25,410.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

8. Consider a motion to approve the procurement contract with Electric Pump Inc for purchasing two 10 hp Flygt filtrate pumps for the WW primary plant for \$33,302.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

9. Consider a motion to approve the procurement contract with Jamar Company for installing a two-ton min split for number 7 building MCC for \$7,470.00.

Approved on consent agenda.

10. Consider a motion to approve the procurement contract with Jamar Company for installing a two-ton min split for the industrial screen house building MCC for \$7,340.00.

Approved on consent agenda.

11. Consider a motion to approve the procurement contract with Baldwin Supply Company for the purchase of a gear box for the Parkson screen at the industrial screen house for \$14,593.62.

Approved on consent agenda.

12. Consider a motion to approve the procurement contract with Novaspect Inc. for upgrading the process control system software Delta V (SCADA) to version 15 including new a pro-plus, service center app, 7 workstations and out of date controllers for \$109,489.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

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

Motion made by Commissioner Smith, Seconded by Secretary Francisco to approve the regular agenda.

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

SAFETY REPORT:

13. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

14. Consider a motion to approve the GRPUC Social Media Policy.

Motion made by Secretary Francisco, Seconded by Commissioner Adams to approve the GRPUC Social Media Policy.

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

15. Consider a motion to approve the Executive/HR Assistant position description and authorize an internal posting for the position.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve the Executive/HR Assistant position description and authorize an internal posting for the position.

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

BUSINESS SERVICES DEPARTMENT:

16. Business Services Department Monthly Report - September 2024

Reviewed Business Services Department Monthly Report

ELECTRIC DEPARTMENT:

17. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

18. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

19. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

DEPARTMENT HEAD REPORT:

20. Administration Department Head Presentation

General Manager Julie Kennedy gave the Administration Department Head Presentation

ADJOURNMENT:

There being no further business, the meeting adjourned at 4:55 pm.

Respectfully submitted,

Megan Sjostrand

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