



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, January 24, 2024

4:00 PM

Secretary Francisco called the meeting to order at 4:00PM

PRESENT: Secretary Luke Francisco, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Commissioner Dale Adams

ABSENT: President Tom Stanley with notice.

STAFF: Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane, Mike LeClaire, Megan Pehrson

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the December 13, 2023 Special Meeting Minutes, the December 13, 2023 Regular Commission Minutes, the December 29, 2023 Special Meeting Minutes, and the January 10, 2024 Work Session Minutes.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the December 13, 2023 Special Meeting Minutes, the December 13, 2023 Regular Commission Minutes, the December 29, 2023 Special Meeting Minutes, and the January 10, 2024 Work Session Minutes.

Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$3,841,529.63 verified claims for December 2023 and January 2024.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve \$3,841,529.63 verified claims for December 2023 and January 2024. Voting Yea: 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 Smith, Seconded by Commissioner Adams to approve the consent agenda as presented. Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

3. Consider a motion to confirm filling the Information Systems positions with the preferred candidates.

Approved on consent agenda.

4. Consider a motion to confirm continuing employment with Ms. Candy Carsella-Kee as a part-time Special Project Coordinator for the ERP project implementation.

Approved on consent agenda.

5. Consider a motion to ratify the procurement contract with Greenshades Software LLC for \$1,476.30 to provide professional services for end-of-year payroll processes.

Approved on consent agenda.

6. Consider a motion to approve the first amendment to the Rural Cellular Corporation (Verizon) communication lease for the north tower site and authorize the General Manager to sign the contract and the memorandum of lease.

Approved on consent agenda.

7. Consider a motion to approve the procurement contract with Vessco Inc. for an Aqua Wash Press compactor for the domestic screen for \$83,250 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 Commissioner Adams, Seconded by Commissioner Saxhaug to approved the regular agenda. Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

SAFETY REPORT:

8. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

9. Acknowledge being awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting to the GRPU for the 2022 Annual Comprehensive Financial Report.

General Manager Julie Kennedy acknowledged being awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting to the GRPU for the 2022 Annual Comprehensive Financial Report.

BUSINESS SERVICES DEPARTMENT:

10. Consider a motion to approve the 2024 workers' compensation premium coverage quotation regular premium option from the LMCIT in the amount of \$89,132 and authorize the general manager to sign premium documents and approve the payment of the 2024 insurance premium of \$89,132 to the LMCIT.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the 2024 workers' compensation premium coverage quotation regular premium option from the LMCIT in the amount of \$89,132 and authorize the general manager to sign premium documents and approve the payment of the 2024 insurance premium of \$89,132 to the LMCIT. Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

11. Consider a motion for GRPU to cease Federal Energy Regulatory Commission (FERC) regulatory accounting and only use General Accepted Accounting Principles of Governmental Accounting Standards Board for accounting and reporting.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to cease Federal Energy Regulatory Commission (FERC) regulatory accounting and only use General Accepted Accounting Principles of Governmental Accounting Standards Board for accounting and reporting. Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

12. Review Business Services Department Report

Reviewed Business Services Department Report

ELECTRIC DEPARTMENT:

13. Consider a motion to adopt the GRPU Electric Vehicle Policy.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to adopt the GRPU Electric Vehicle Policy. Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

14. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

15. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

16. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

DEPARTMENT HEAD REPORT:

17. W & WW Department Head Presentation

Water/Wastewater Department Manager Steve Mattson gave the Department Head Presentation

ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:54PM.

Respectfully submitted,

Megan Pehrson

Megan Pehrson, Executive Assistant