



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail - Final Public Utilities Commission

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Wednesday, September 11, 2019

4:00 PM

Conference Room of Public Utilities Service  
Center

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**1 CALL TO ORDER**

**2 CALL OF ROLL**

**3 APPROVAL OF MINUTES**

- 3.a. [19-0589](#) Consider a motion to approve the minutes of the August 14, 2019 regular meeting and the August 27, 2019 special meeting.

Attachments: [GRPUC Regular Meeting Minutes of August 14, 2019](#)  
[GRPUC Special Meeting Minutes of August 27, 2019](#)

**4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT**

- 4.a. [19-0582](#) Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for August 2019.

Attachments: [City Treasurer Report and Investment Report 2019 Aug.pdf](#)

**5 PUBLIC FORUM**

**6 COMMISSION REPORTS**

**7 ADMINISTRATION**

- 7.a. [19-0592](#) Review the Administration Department Report.

Attachments: [2019-0911 Administrative Report.pdf](#)

- 7.b. [19-0594](#) Consider terminating the meter reader position effective September 30, 2019, declaring a Customer Service Representative (CSR) vacancy exists, and authorizing the internal posting only for the CSR position.

Attachments: [2019-0911 Meter Reader Termination & CSR Vacancy.pdf](#)

**8 ACCOUNTING AND FINANCE**

- 8.a. [19-0583](#) Review the Accounting and Finance Operations Report for Aug 2019.

Attachments: [Accounting and Finance Operations Report 2019 Aug.pdf](#)

- 8.b. [19-0591](#) Financial Planning - Review the 2018 ProForma Report.

Attachments: [2018 GRPUC Pro Forma Report.pdf](#)

- 8.c. [19-0586](#) Consider a motion to approve the writeoff of September uncollectible accounts in the amount of \$963.98.

- 8.d. [19-0584](#) Consider a motion to authorize the purchase and installation of new host computer servers and associated licensing upgrades.

Attachments: [2019-0911 Server Upgrade Project 2019.pdf](#)

## 9 ELECTRIC DEPARTMENT

- 9.a. [19-0588](#) Review the Electric Department Operations Report for August 2019.

Attachments: [2019-08 Electric Department Monthly Report.pdf](#)

## 10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. [19-0577](#) Review the Wastewater Treatment Facility Operations Report for August.

Attachments: [Wastewater Treatment Facility Monthly Operations Report - August 2019](#)

## 11 WATER AND WASTEWATER COLLECTION

- 11.a. [19-0581](#) Review the Water and Wastewater Collection Operations Report for August.

Attachments: [Water and Wastewater Collection Monthly Operations Report - August 2019](#)

## 12 SAFETY

- 12.a. [19-0593](#) Review Safety Report for August 2019.

Attachments: [2019-0911 Safety Report Memo.pdf](#)

## 13 DISCUSSION AND CORRESPONDENCE

## 14 VERIFIED CLAIMS

- 14.a. [19-0585](#) Consider a motion to approve the verified claims for August:  
Computer Check Register \$ 1,297,033.91  
Manual Check Register \$ 705,685.92

Attachments: [AP List 2019.08.31 #1.pdf](#)  
[Check Register Manual 2019.08.31.pdf](#)

**15 ADJOURNMENT**

- 16 The next special meeting/work session is scheduled for Tuesday, September 24, 2019 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.**

**The next regular Commission meeting is Wednesday, October 16, 2019 at 4:00 PM 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, copies (gray color) are available at the GRPUC meeting room entrances.**