



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, September 11, 2019

4:00 PM

Conference Room of Public Utilities Service Center

1 CALL TO ORDER

A Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, September 11, 2019 at 4:00 PM in the Conference Room 112 of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

2 CALL OF ROLL

Present 4 - Secretary Greg Chandler, Commissioner Rick Blake, Commissioner Kathy Kooda, and Commissioner Luke Francisco

Absent 1 - President Tom Stanley

Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Administrative/HR Assistant Flannigan, Attorney Bengtson

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.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to approve the minutes of the August 14, 2019 regular meeting and the August 27, 2019 special meeting. The motion PASSED by unanimous vote.

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.

Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for August with the Commission.

A motion was made by Commissioner Kathy Kooda, seconded by Commissioner Luke Francisco, to approve the City Treasurer's Report and the Investment Activity Report for August 2019. The motion PASSED by unanimous vote.

5 PUBLIC FORUM

None present.

6 COMMISSION REPORTS

No items.

7 ADMINISTRATION

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

General Manager Kennedy reviewed the August Administrative updates with the Commission, including the Wholesale Electric Service Cost.

Received and Filed

- 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.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Kathy Kooda, to terminate 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. The motion PASSED by unanimous vote.

8 ACCOUNTING AND FINANCE

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

Finance Manager Betts reviewed the Accounting and Finance Operations Report for August with the Commission.

Received and Filed

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

The 2018 GRPUC Pro-Forma Report is an analysis of the financial operations of the utility adjusted for the removal of the industrial user impact on the Wastewater Treatment Facility for the fiscal year ending December 31, 2018. The report will be reviewed at the Special meeting/work session on Tuesday, September 24, 2019.

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

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to approve the writeoff of September uncollectible accounts in the amount of \$963.98. The motion PASSED by unanimous vote.

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

A motion was made by Commissioner Rick Blake, seconded by Commissioner Kathy Kooda, to TABLE authorizing the purchase of a new host computer server and associated licensing upgrades to the September 24, 2019 special meeting/work session. The motion PASSED by unanimous vote.

9 ELECTRIC DEPARTMENT

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

Electric Department Manager Goodell reviewed the Electric Department Operations Report for August with the Commission.

Received and Filed

10 WASTEWATER TREATMENT FACILITY OPERATIONS

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

General Manager Kennedy reviewed the Wastewater Treatment Facility Operations Report for August with the Commission.

Received and Filed

11 WATER AND WASTEWATER COLLECTION

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

General Manager Kennedy reviewed the Water/Wastewater Collection Operations Report for August with the Commission.

Received and Filed

12 SAFETY

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

General Manager Kennedy reviewed the Safety Report for August with the Commission.

Received and Filed

13 DISCUSSION AND CORRESPONDENCE

No items.

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

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Kathy Kooda, to approve verified claims for July in the amount of \$2,002,719.83 (Computer Check Register \$1,297,033.91 and Manual Check Register \$705,685.92). The motion PASSED by unanimous vote.

15 ADJOURNMENT

A motion was made by Commissioner Kathy Kooda, seconded by Commissioner Rick Blake, to adjourn the meeting at 4:45 PM. The motion PASSED by unanimous vote.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

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.