

ELDRIDGE ELECTRIC AND WATER UTILITY BOARD

January 14th, 2025 – 5:00pm
City Hall, 305 N. 3rd Street

1. Call to Order
2. Public Comment
3. Approval of Agenda
4. **Approval of Utility Board Meeting Minutes from December 17th, 2024**

5. Financial & Administrative
 - A. **Consideration to Approve Bills Payable**
 - B. **Consideration of Resolution 2025-01 E & W Naming Authorized Depositories**
 - C. **Consideration to Approve Utility Billing Procedures Manual**
 - D. **Consideration to Approve service agreement with MCOA to manage debt collections**
 - E. Department Update

6. Electric Department
 - A. Outages
 - B. **Discussion and consideration to authorize sale of surplus equipment to include a 2010 Chevy Silverado 2500HD truck and a 2014 Ford F250 truck**
 - C. Department Update – Collin Wilson

7. Water Department
 - A. Water Main Breaks
 - B. **Water Test Results**
 - C. **Consideration to Approve Superintendent Job Description and Base Wage**
 - D. **Consideration to approve the use of PVC for watermains, subject to the passage of an Ordinance amendment by the City Council**
 - E. Department Update – Cegan Long

8. Adjournment

NEXT REGULAR MEETING: Tuesday, January 28th, 2025 at 5:00pm

The regular meeting of the Board of Trustees of the Eldridge Electric and Water Utility Board was called to order at 5:00 p.m. on December 17, 2024, at Eldridge City Hall.

Board members present were: Michael Bristley, Abby Petersen, and Jeff Hamilton. Mark Gooding and Racheal Padavich were absent. Also present: Cegan Long, Marty O'Boyle, Julie Daniels, Beth Campbell, Katie Pins, Larry Lenny Larson, Ryan Iossi, Nevada Lemke, and Ashley Lacey.

Public Comment – Katie Pins, Julie Daniels, and Beth Campbell spoke about the need for fluoride in the system.

Motion by Hamilton to approve Agenda. Second by Petersen. All Ayes. Motion Carries.

Motion by Hamilton to approve Utility Board Minutes from December 3, 2024. Second by Petersen. All Ayes. Motion Carries.

Financial & Administrative-

- A. Motion by Petersen to Approve Bills Payable in the amount of \$153,236.38. Second by Hamilton. All Ayes. Motion Carries.
- B. Motion by Petersen to approve Resolution 2024-15 E&W Adopting an Investment Policy for the Eldridge Electric and Water Utility. Second by Hamilton. Roll call vote indicated Hamilton (Aye), Petersen (Aye), and Bristley (Aye). Motion Carries.
- C. Motion by Hamilton to approve Resolution 2024-14 E&W Approving the Regularly Scheduled Meeting Dates for the 2025 Calendar Year. Second by Petersen. Roll call vote indicated Petersen (Aye), Bristley (Aye), and Hamilton (Aye). Motion Carries.
- D. Motion by Petersen to approve Resolution 2024-16 E&W Adopting the Eldridge Purchasing Policy & Procedure Manual. Second by Hamilton. Roll call vote indicated Bristley (Aye), Hamilton (Aye), and Petersen (Aye). Motion Carries.
- E. Motion by Petersen to approve the Utility cost-sharing portion for the website for up to \$22,000. Second by Hamilton. All Ayes. Motion Carries.
- F. Department Update – The staff participated in an Active Shooter on December 10, 2024, put on by the Eldridge Police Department. The board will also be participating in a training course on January 29th at 4:30 for council and board member training, it should be about an hour and a half.

Electric Department

- A. No outages
- B. No updates at this time

Water Department

- A. No Water Main Breaks
- B. Water Test Results- Bac-t for November all passed
- C. Update on Water Department Projects from Lenny Larson, ISG Engineering
 - a. Short Circuiting in the clear well and they recommend an inspection
 - b. Chlorine Gas that he spoke of at the last meeting.
 - c. Well #2—Have a Geotech engineer drill a core through the concrete pad around the well to ensure there is no void under the pad.
 - d. Working on population and water projections with the growth so they can talk through the scenarios to make sure it meets the city's needs.
 - e. Iowa American Water is going to be sending water quality information over to see if it would be a good system for a backup for blending.
- D. The board discussed that the water operator purchased 5 more months of fluoride for the system after a valve leak, therefore they could come back to the discussion on not adding additional fluoride to the water system until mid-February. Long stated the Iowa DNR Notification requirements for fluoridation would be a 90-day notice.
- E. The board discussed paying Registration and training expenses for a Public Works Employee to attend the winter water conference for CEUs to maintain certification, the board decided to pass at this time as there are other ways for the employee to get his CEUs.
- F. Department Update – Long spoke of the implementation of the ultrasonic meters, they had a bit of a reading error, but after talking to Steve from VanWert they discussed them and how they work and seem to be the way to go. Fire Alarms were tested and passed.

Motion by Petersen to adjourn the meeting at 6:16 p.m. Second by Hamilton. All Ayes. Motion Carries.

Ashley Lacey

Billing Clerk

BILLS PAYABLE						
CHECK #	DEPT	FUND	VENDOR	DESCRIPTION	FREQUENCY	AMOUNT
1094	WATER	600-5-810-6213	ADP INC	PAYROLL ADMIN FEES	MONTHLY	\$20.86
1095	ELECTRIC	630-5-820-6503	CENTRAL MUNICIPAL POWER	ENERGY SCHEDULING SVCS	MONTHLY	\$84,769.87
1096	WATER	600-5-810-6150	EBS - EMPL BENEFIT SYST	COBRA INS FUNDING	WEEKLY	\$53.31
1096	ELECTRIC	630-5-820-6150	EBS - EMPL BENEFIT SYST	COBRA INS FUNDING	WEEKLY	\$61.46
1096	INS REIMB	821-5-630-6184	EBS - EMPL BENEFIT SYST	PSF CLAIM FUNDING	WEEKLY	\$5.29
1096	INS REIMB	821-5-630-6184	EBS - EMPL BENEFIT SYST	PSF CLAIM FUNDING	WEEKLY	\$17.61
1097	ELECTRIC	630-5-820-6501	MIDAMERICAN ENERGY CO	LOUISA CASH REQUEST	MONTHLY	\$49,000.00
1097	ELECTRIC	630-5-820-6502	MIDAMERICAN ENERGY CO	WS-4 CASH REQUEST	MONTHLY	\$26,000.00
226452	WATER	600-5-810-6150	DELTA DENTAL	LTD INS PREMIUMS	MONTHLY	\$43.82
226452	WATER	600-5-810-6150	DELTA DENTAL	BASIC LIFE INS PREM	MONTHLY	\$9.80
226452	WATER	600-5-810-6150	DELTA DENTAL	DENTAL/VISION INS PREM	MONTHLY	\$289.61
226452	ELECTRIC	630-5-820-6150	DELTA DENTAL	LTD INS PREMIUMS	MONTHLY	\$79.53
226452	ELECTRIC	630-5-820-6150	DELTA DENTAL	BASIC LIFE INS PREM	MONTHLY	\$16.20
226452	ELECTRIC	630-5-820-6150	DELTA DENTAL	DENTAL/VISION INS PREM	MONTHLY	\$334.28
226453	WATER	600-5-810-6150	WELLMARK BLUE CROSS	HEALTH INS PREMIUMS	MONTHLY	\$2,111.46
226453	ELECTRIC	630-5-820-6150	WELLMARK BLUE CROSS	HEALTH INS PREMIUMS	MONTHLY	\$1,670.31
226454	WATER	600-5-810-6411	DICKINSON BRADSHAW P.C.	LEGAL SVCS	FINAL	\$3,727.50
226454	ELECTRIC	630-5-820-6411	DICKINSON BRADSHAW P.C.	LEGAL SVCS	FINAL	\$3,727.50
226455	ELECTRIC	630-5-820-6015	BRISTLEY MICHAEL	UB ATTENDANCE	BI-ANNUALLY	\$330.00
226456	ELECTRIC	630-5-820-6015	GEHRLS CRAIG	UB ATTENDANCE	BI-ANNUALLY	\$180.00
226457	ELECTRIC	630-5-820-6015	GOODING MARK	UB ATTENDANCE	BI-ANNUALLY	\$90.00
226458	ELECTRIC	630-5-820-6015	HAMILTON JEFFERY	UB ATTENDANCE	BI-ANNUALLY	\$330.00
226459	ELECTRIC	630-5-820-6015	PADAVICH RACHAEL	UB ATTENDANCE	BI-ANNUALLY	\$270.00
226460	ELECTRIC	630-5-820-6015	PETERSEN ABBY	UB ATTENDANCE	BI-ANNUALLY	\$360.00
226461	ACCT REFUND	630-2033	AKERS DYLAN	ACCT DEPOSIT REFUND	ONE TIME	\$39.01
226462	ACCT REFUND	630-2033	CHRISTENSEN-HIL TAB	ACCT DEPOSIT REFUND	ONE TIME	\$95.37
226463	ACCT REFUND	630-2033	EARNEST RONNIE	ACCT DEPOSIT REFUND	ONE TIME	\$86.36
226464	ACCT REFUND	630-2033	GRAY MOLLY	ACCT DEPOSIT REFUND	ONE TIME	\$84.99
226465	ACCT REFUND	630-2033	KELLEY TEAGAN	ACCT DEPOSIT REFUND	ONE TIME	\$195.06
226466	ACCT REFUND	630-2033	KLINE NOAH	ACCT DEPOSIT REFUND	ONE TIME	\$16.06
226467	ACCT REFUND	630-2033	WILDRIDGE ISAAC	ACCT DEPOSIT REFUND	ONE TIME	\$31.92
226468	ACCT REFUND	630-2033	WOODWARD GAIL C	ACCT DEPOSIT REFUND	ONE TIME	\$97.85
226469	ELECTRIC	630-5-820-6508	U.S. POST OFFICE	BILLING POSTAGE	MONTHLY	\$1,074.02
226470	ACCT REFUND	630-2033	MATTESON THURLOW	ACCT DEPOSIT REFUND	ONE TIME	\$420.26
226471	ACCT REFUND	630-2033	WILLOWS JESSICA & T	ACCT DEPOSIT REFUND	ONE TIME	\$838.60
226472	ELECTRIC	630-5-820-6310	A&A A C & REFRIG INC	CITY SHOP ICE MACHINE NOV 24	MONTHLY	\$62.50
226472	ELECTRIC	630-5-820-6310	A&A A C & REFRIG INC	CITY SHOP ICE MACHINE DEC 24	MONTHLY	\$62.50
226473	ELECTRIC	630-5-820-6340	ACCESS SYSTEMS LEASING	CITY SHOP COPIER LEASE	MONTHLY	\$113.86
226473	ELECTRIC	630-5-820-6340	ACCESS SYSTEMS LEASING	CITY HALL COPIER LEASE	MONTHLY	\$195.89
226474	WATER	600-5-810-6501	ACCO UNLIMITED CORP.	CAUSTIC SODA	AS NEEDED	\$3,709.50
226474	WATER	600-5-810-6501	ACCO UNLIMITED CORP.	FLUORIDE	AS NEEDED	\$422.00
226475	WATER	600-5-810-6411	AHLERS & COONEY P.C.	LEGAL SVCS - WTR LOAN DOCS	PROJECT BASED	\$5,700.00
226476	WATER	600-5-810-6371	ALLIANT ENERGY CO.	WATER TOWER	MONTHLY	\$261.15
226477	ELECTRIC	630-5-820-6310	ALWAYS CLEAN LLC	JANITORIAL SVCS	MONTHLY	\$300.00
226478	ELECTRIC	630-5-820-6506	AMAZON CAPITAL SVCS	DIGITAL KITCHEN TIMER	ONE TIME	\$24.99
226479	ELECTRIC	635-5-820-6710	ASPEN EQUIPMENT CO	SNOW PLOW - NEW TRUCK	ONE TIME	\$8,337.66
226480	WATER	600-5-810-6311	BAKER GROUP	HVAC CONTROLLER	AS NEEDED	\$3,940.00
226481	ELECTRIC	630-5-820-6416	CENTRAL IA POWER COOP.	2024 LOUISA TRANS CAPACITY ASSIGNMNT	ANNUALLY	\$533.73
226482	WATER	600-5-810-6373	CENTRAL SCOTT TELEPHONE	TELEPHONE/WIFI SVCS	MONTHLY	\$279.71
226482	ELECTRIC	630-5-820-6373	CENTRAL SCOTT TELEPHONE	TELEPHONE/WIFI SVCS	MONTHLY	\$493.00
226484	WATER	600-5-810-6506	CINTAS FIRST AID & SFTY	FIRST AID RESTOCK	MONTHLY	\$7.16
226485	WATER	600-5-810-6310	CLIMATE ENGINEERS	HVAC CONTROLLER	AS NEEDED	\$1,909.45
226486	ELECTRIC	630-5-820-6332	COBRA GRAPHICS	CITY LOGO DECALS	ONE TIME	\$62.80
226487	ELECTRIC	630-5-820-64131	COMM ACTION OF EA IOWA	PROJECT SHARE	MONTHLY	\$54.00
226488	WATER	600-5-810-6311	CUMMINS SALES & SERVICE	LATCH	AS NEEDED	\$117.10
226489	WATER	600-5-810-6230	DSI MEDICAL SERVICES	PRE-EMPLOY TESTING	ONE TIME	\$97.00
226490	ELECTRIC	630-5-820-6414	NORTH SCOTT PRESS	WATER UTILITY BOARD	MONTHLY	\$806.89
226491	ELECTRIC	630-5-820-6507	FLETCHER-REINHARDT CO.	ALUM LUG - CONNECTOR X 6	AS NEEDED	\$316.94
226492	ELECTRIC	630-5-820-6508	FRANCOTYP-POSTALIA INC.	POSTAGE MACHINE	AS NEEDED	\$227.70
226493	WATER	600-5-810-63711	HACH CO.	FLUORIDE TEST VIALS	AS NEEDED	\$362.75
226494	ELECTRIC	630-5-820-6416	HARLAN MUNICIPAL UTIL	2024 LOUISA TRANS CAPACITY ASSIGNMNT	ANNUALLY	\$97.06
226495	WATER	600-5-810-6451	HAWKINS INC.	CHLORINE CYLINDER	MONTHLY	\$1,619.73

226495	WATER	600-5-810-6501	HAWKINS INC.	CHLORINE CYLINDER	MONTHLY	\$2,184.64
226496	WATER	600-5-810-6213	IA ASSN. MUNICIPAL UTIL.	JAN-MAR '25 SFTY TRNG	QUARTERLY	\$1,319.13
226496	ELECTRIC	630-5-820-64401	IA ASSN. MUNICIPAL UTIL.	JAN-MAR '25 SFTY TRNG	QUARTERLY	\$1,319.13
226497	ELECTRIC	630-5-820-6450	IOWA ONE CALL	LOCATE SVCS	MONTHLY	\$101.90
226498	WATER	600-5-810-6407	ISG I&S GROUP INC.	16TH AVE WTR TWR RECOND	PROJECT BASED	\$1,680.00
226498	ELECTRIC	630-5-820-6407	ISG I&S GROUP INC.	PUBLIC FACILITIES PROJECT	PROJECT BASED	\$3,000.00
226499	WATER	600-5-810-63711	MENARDS	ZIP TIES AND SCISSORS	AS NEEDED	\$22.96
226500	WATER	600-5-810-6371	MIDAMERICAN ENERGY CO	401 S 16TH AVE GENERATOR	MONTHLY	\$16.19
226500	WATER	600-5-810-6371	MIDAMERICAN ENERGY CO	853 N 1ST ST GENERATOR	MONTHLY	\$34.64
226500	WATER	600-5-810-6371	MIDAMERICAN ENERGY CO	WELL #5	MONTHLY	\$74.43
226500	WATER	600-5-810-6371	MIDAMERICAN ENERGY CO	503 W DONAHUE ST	MONTHLY	\$306.95
226500	WATER	600-5-810-6371	MIDAMERICAN ENERGY CO	212 N 3RD ST	MONTHLY	\$41.61
226500	ELECTRIC	630-5-820-6371	MIDAMERICAN ENERGY CO	120 E IOWA ST - CITY SHOP	MONTHLY	\$180.86
226501	ELECTRIC	630-5-820-6332	MIDWEST WHEEL	ACARI ROOFTOP MOUNT - FORD	ONE TIME	\$370.27
226501	ELECTRIC	630-5-820-6332	MIDWEST WHEEL	UNIT #40 - AIR FITTING CONNECTOR	AS NEEDED	\$3.10
226501	ELECTRIC	630-5-820-6332	MIDWEST WHEEL	UNIT #40 - AIR FITTINGS	AS NEEDED	\$7.77
226502	WATER	600-5-810-6332	MOLO PETROLEUM LLC	SYNTHETIC & HEAVY DUTY ENG OIL	AS NEEDED	\$318.05
226502	ELECTRIC	630-5-820-6332	MOLO PETROLEUM LLC	ANTIFREEZE COOLANT/DIESEL EXH FLUID	AS NEEDED	\$249.77
226502	ELECTRIC	630-5-820-6332	MOLO PETROLEUM LLC	SYNTHETIC & HEAVY DUTY ENG OIL	AS NEEDED	\$318.05
226503	WATER	600-5-810-6451	QC ANALYTICAL SVCS	BACTERIA TESTING	MONTHLY	\$200.00
226503	WATER	600-5-810-6451	QC ANALYTICAL SVCS	FLUORIDE TESTING	MONTHLY	\$27.00
226504	WATER	600-5-810-6520	QUAD CITIES TAS	AFTER HRS ANSWERING SVCS	MONTHLY	\$32.28
226504	ELECTRIC	630-5-820-6450	QUAD CITIES TAS	AFTER HRS ANSWERING SVCS	MONTHLY	\$32.31
226505	ELECTRIC	630-5-820-6450	ROCK RIVER ELECTRIC	CONDUIT/WIRE REPAIR - ALAN SHEPARD	PROJECT BASED	\$1,856.50
226506	ELECTRIC	630-5-820-6332	S.D.P. MANUFACTURING	SNAP LOCK PIN; WINCH ROPE	AS NEEDED	\$1,398.60
226507	WATER	600-5-810-6373	SHARED IT INC	MANAGED IT SVCS	MONTHLY	\$158.90
226507	ELECTRIC	630-5-820-6373	SHARED IT INC	MANAGED IT SVCS	MONTHLY	\$158.90
226508	WATER	600-5-810-6506	STAPLES	WALL CALENDAR	ANNUALLY	\$24.36
226508	ELECTRIC	630-5-820-6506	STAPLES	LAPTOP DOCKING STATION	ONE TIME	\$264.22
226509	ELECTRIC	630-5-820-6402	TYLER TECHNOLOGIES	ECHECK RETURN FEES 1/1-3/31	QUARTERLY	\$35.00
226509	ELECTRIC	630-5-820-6402	TYLER TECHNOLOGIES	ECHECK RETURN FEES 4/1-6/30	QUARTERLY	\$15.00
226509	ELECTRIC	630-5-820-6605	TYLER TECHNOLOGIES	ERP PRO 10 MIGRATION	PROJECT BASED	\$8,640.00
226510	WATER	600-5-810-63711	USA BLUE BOOK	TESTING MATERIALS	AS NEEDED	\$200.74
226511	WATER	600-5-810-6560	VAN WERT INC	WATER METERS	AS NEEDED	\$1,877.53
226512	WATER	600-5-810-6373	VERIZON WIRELESS	CELLULAR SVCS	MONTHLY	\$103.67
226512	ELECTRIC	630-5-820-6373	VERIZON WIRELESS	CELLULAR SVCS	MONTHLY	\$169.67
226513	ELECTRIC	630-5-820-6416	WAVERLY UTILITIES	2024 LOUISA TRANS CAPACITY ASSIGNMNT	ANNUALLY	\$132.66
226514	WATER	600-5-810-6331	WEX BANK	FUEL PURCHASES	MONTHLY	\$262.81
226514	ELECTRIC	630-5-820-6331	WEX BANK	FUEL PURCHASES	MONTHLY	\$243.02
226515	ELECTRIC	630-5-820-6310	CINTAS CORPORATION	CLEANING SVCS - MATS	MONTHLY	\$82.62
226515	ELECTRIC	630-5-820-6310	CINTAS CORPORATION	CLEANING SVCS - MATS	MONTHLY	\$82.62
226515	ELECTRIC	630-5-820-6310	CINTAS CORPORATION	CLEANING SVCS - MATS	MONTHLY	\$53.98
ACH	SPLIT	SPLIT	PAYROLL 12/24/24 & 1/2/25	PAYROLL 12/24/24 & 1/2/25	BI-WEEKLY	\$48,986.77
TOTAL:						\$283,181.59

CREDIT CARDS					
DEPT	EMPLOYEE	FUND	VENDOR	DESCRIPTION	AMOUNT
ELECTRIC	AMBER LINDLE	635-5-820-6710	USPS	IOWA DOT - TITLE APPLICATION	\$5.36
WATER	AMBER LINDLE	600-5-810-6508	USPS	AHLERS & COONEY - SRF LOAN DOCS	\$8.00
WATER	ASHLEY LACEY	600-5-810-6213	REMOTE PC	SOFTWARE SUBSCRIPTION ANNUAL FEE	\$106.47
WATER	B. STYMIEST	600-5-810-6310	FARM & FLEET DVNPRT	PARTS FOR AIR COMPRESSOR	\$129.12
WATER	CEGAN LONG	600-5-810-6213	IA DNR FEES/PYMNTS	WATER TREATMENT GRD 2 CERT FEE	\$42.54
WATER	CEGAN LONG	600-5-810-63711	HOME DEPOT	CONCR PUSH/PULL; DW SCREWS; HANGERS	\$89.05
WATER	CEGAN LONG	600-5-810-63711	HOME DEPOT	MAIN BREAK TRAILER & WTP TOOLS	\$395.30
WATER	CEGAN LONG	600-5-810-63711	BP/BIG 10 MART	PROPANE REFILL & NEW TANK FOR HEATER	\$112.33
WATER	CEGAN LONG	600-5-810-6181	NORTHERN TOOL	NEOPRENE CHEST WADERS	\$114.84
WATER	CEGAN LONG	600-5-810-6240	IA RURAL WATER ASSOC	WATER CONFERENCE REGISTRATION	\$425.00
ELECTRIC	DEVIN GHEER	630-5-820-6512	FARM & FLEET DVNPRT	UTILITY KNIVES	\$80.20
WATER	SADIE WAGNER	600-5-810-6508	USPS	AHLERS & COONEY - SRF LOAN DOCS	\$7.16
WATER	TONY RUPE	600-5-810-6332	CLEANITSUPPLY	VEHICLE FIRST AID KITS - WATER	\$48.06
ELECTRIC	TONY RUPE	630-5-820-6332	CLEANITSUPPLY	VEHICLE FIRST AID KITS - ELEC	\$112.14
CREDIT CARDS:					\$1,675.57
BILLS PAYABLE:					\$283,181.59
GRAND TOTAL:					\$284,857.16

BOARD OF TRUSTEES OF THE ELDRIDGE ELECTRIC & WATER UTILITY

Resolution 2025-01 E&W A RESOLUTION NAMING DEPOSITORIES.

WHEREAS, The Board of Trustees of the Eldridge Electric and Water Utility has funds that must be deposited in a financial institution; and

WHEREAS, The Board of Trustees of the Eldridge Electric and Water Utility desires to authorize a variety of financial institutions for the City Clerk to utilize for these deposits.

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Eldridge Electric & Water Utility of the City of Eldridge, Iowa, in Scott County, Iowa, authorizes that:

1. Resolution 2021-02 E&W is hereby repealed.
2. The following list of financial institutions to be depositories of the City of Eldridge Electric & Water Utility funds are hereby approved. The City Clerk is hereby authorized to deposit the City's Utility funds in amounts not to exceed the maximum approved for each respective financial institution as set below.

Depository Name	Location of Home Office	Maximum balance in effect under prior resolution	Maximum balance in effect under this resolution
Wells Fargo	Davenport, IA	\$2,000,000	\$2,000,000
Blackhawk Bank	Princeton, IA	\$2,000,000	\$2,000,000
Northwest Bank	Davenport, IA	\$1,000,000	\$1,000,000
First Central State Bank	DeWitt, IA	\$11,000,000	\$12,000,000
DeWitt Bank & Trust	DeWitt, IA	\$3,000,000	\$3,000,000
First Trust and Savings	Wheatland, IA	\$2,000,000	\$2,000,000
Bank of the West	Davenport, IA	\$1,000,000	\$1,000,000

PASSED AND APPROVED THIS 14th DAY OF JANUARY, 2025

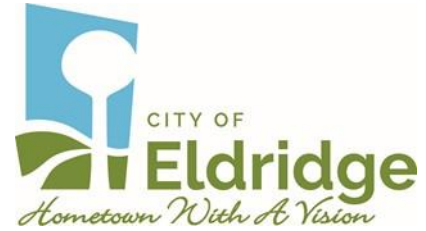
ATTEST:

Michael Bristley, Chairman

Rachael Padavich, Secretary

Eldridge Electric & Water

MEMORANDUM



To: Eldridge Electric & Water Utility Board of Trustees
From: Utility Administrative Manager, Sadie Wagner
Re: Eldridge Electric & Water Billing Policy
Date: January 7, 2025

Utility Board of Trustees:

As discussed previously, the City of Eldridge/Eldridge Electric & Water Utility does not currently have a Utility Billing Policy and Procedure. I have made some updates since your last review at November 5th's Utility Board Meeting.

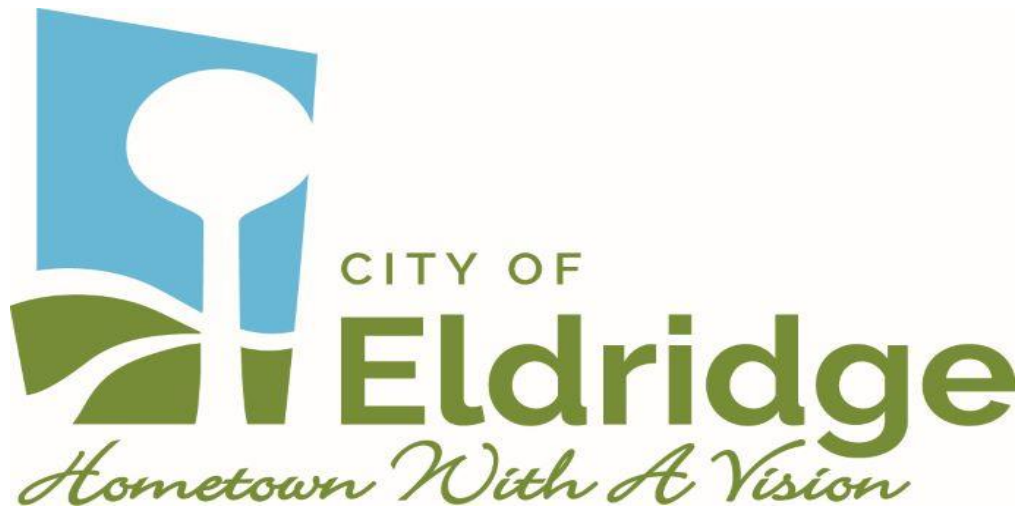
The policy did not previously cover budget billing, a commonly utilized billing option we offer. We currently have Resolution 2022-06 E&W A Resolution Repealing Resolution #159-91 E&W Establishing Changes and Other Conditions to the Budget Billing Plan in place, from which this section was pulled.

Under the section titled Payments within the description of Automatic Clearinghouse Payment, I added the day of the month we pull the automatic payments and what would happen if the due date fell on a weekend or holiday.

Additionally, under the section Starting Service, I added some information we require on the Application of Service form when a resident starts utility services. This section outlines everything needed to begin service with the City of Eldridge/Eldridge Electric & Water Utility, including deposits, which I also expanded on. This section will further explain deposits - when a resident is not required to have a deposit, who can pay the deposit, and how they can receive their deposit refund. It also includes unclaimed deposits and our process for any unclaimed property.

Unfortunately, we frequently encounter returned payments. Most cities, I have found, have a similar policy to keep repeat offenders from submitting insufficient payments via card, e-check, ACH, or check. This would place their account on cash only.

Lastly, I updated the payment agreement verbiage to include how our long-term payment agreements work and where and how customers can apply for one.



Utility Billing Policy and Procedure

UTILITY BILLS

The City of Eldridge has a long tradition of quality public services and a well-maintained infrastructure. The City owns and operates its own electric, water, and sewer utilities. A vendor is contracted to provide garbage and recycling services. Each monthly bill consists of service charges for:

- Water
- Electric
- Sewer
- Refuse (trash/recycling) collection
- Miscellaneous fees

Utility rates are established by Resolutions approved periodically by the City Council or Electric & Water Board of Trustees. Rates can be found on our website or by calling the City Hall Offices for more information.

Meters are read on or near the 24th of the month and bills are mailed by the 1st of the month with payment due on the 20th of each month. Accounts not paid by the 20th are considered delinquent and will have a penalty/service charge of 1.5% applied to the balance. Each account will be granted a one-time forgiveness of a late charge fee each year. The account will be noted, and another one will not be given until the one year period has expired.

Utility bills will be sent to customers by mail unless the customer requests email billing by sending an email to utilitybilling@cityofeldridgeia.org.

Budget Billing

Budget billing shall be available to all residential customers who have been at their current residence for 12 months or longer. Enrollment into the plan can be at any time of the year. All Budgeted billing customers shall be required to sign up for automatic payment from a checking or savings account.

Monthly payments shall be calculated at the time of entry into the plan based on the average of the previous 12 months of usage. Budget payment amounts will be reviewed quarterly, and adjustments may be made if the estimated payments are not in line with the actual energy usage. Budgeted amounts may also be recalculated when requested by the customer or whenever a price, consumption, or PCA alone or in combination results in a new estimate of ten percent or more.

Budget billing accounts shall be settled on the April 1st billing. The balance will be rolled into the customer's new budget amount for the next year. The budget balance is the difference between the charges and the actual energy usage. This may be a credit or a charge.

A customer on budget billing who becomes delinquent in payments by reason of amount or date will be subject to normal disconnection proceedings and the budget billing agreement will be terminated if services are disconnected. If budget billing is terminated the account must maintain a zero balance for at least six months before the customer may request to be placed back on budget billing.

A customer may terminate or withdraw from the plan at any time. The budget billing plan shall be automatically terminated when a customer terminates their service with the Utility. The deferred budget balance shall be applied to the next bill generated on the account after the budget billing is

terminated.

Any billing questions can be directed to City Hall at (563) 285-4841.

PAYMENTS

Utility bill payments can be made by:

- Automatic Clearinghouse Payment (ACH): payments are automatically deducted from the customer's bank account on the twentieth day of the month, if the twentieth lands on a weekend or holiday they will be pulled the following business day. ACH forms are available on the website.
- Credit or Debit Cards: payments may be made over the phone at (866) 795-5820, in person at City Hall, or by going to our website at www.cityofeldridgeia.org and clicking on make a payment. This payment can be set up on any day of the month. There is a \$1.25 processing fee when using a Credit or Debit Card.
- E-Checks: payments can be made by going to our website at www.cityofeldridgeia.org and clicking on make a payment.
- Cash and Checks: Can be dropped off at City Hall during normal business hours or placed in the drop box located on the front of the City Hall building after hours. There are envelopes available next to the drop box. Please be sure to include your address or account number on the envelope. *NOTE – There is a \$30.00 fee for any returned check.

STARTING SERVICE

New customers wishing to start utility service must contact the Eldridge City Hall Offices. This can be done in person at City Hall or via phone call to (563) 285-4841. New customers will be asked to provide the following information:

- Full Name of Each Applicant(s)
- Social Security Number(s)
- Billing Address
- Physical Address
- Phone Number(s)
- Photo ID/Driver's License Number
- Date of Birth
- Employer
- Emergency Contact

If an existing customer needs to make a change to their utility service or has a new address, they can stop by or call City Hall to provide the effective date of the change, and the new address, if applicable.

DEPOSITS

A deposit of \$100.00 on Electric and \$50.00 on water is required from every customer or prospective customer, with the exception of property owners who already have established a current good credit history of at least two years with the City Electric & Water Utility. Prior to providing service, the deposit is due to guarantee the payment of bills for service. This is the process to be used for both residential and commercial customers wishing to start services.

A person other than the customer may pay the deposit, however; the deposit refund will be issued to the account holder either in the form of a credit to the account or a check at termination.

DEPOSIT REFUNDS

The deposit will be applied directly to the customer's account after they make 12 consecutive on-time payments, or upon completing a disconnection of service form. A final meter reading and bill will be prepared, and any deposit refund amount will be applied to the final bill. Should a credit balance exist, a check will be issued. The check will be mailed to the forwarding address provided on the disconnection of service form.

UNCLAIMED DEPOSITS

Deposits remaining unclaimed after termination of service will be transferred to the State Treasurer in accordance with Chapter 556.11, Code of Iowa.

DISCONTINUING SERVICE

Customers wishing to discontinue service permanently can stop by or call City Hall and request the effective date to discontinue service. The customer must provide a minimum of 1 business days' notice to the City for discontinuation of service. They will also be required to provide the following information:

- Service Address
- Request Date
- Service Date
- Forwarding address of the Account Holder

DELINQUENT ACCOUNTS

Customers receive monthly utility bills that are due on the 20th of each month. Customers are responsible for all billings while the account is in their name. Accounts that have unpaid balances after the 20th of the month are subject to a 1.5% service charge penalty which will be applied monthly until the balance is paid. Late notices are mailed and emailed out around the 21st of every month to all customers with a balance in arrears. The late notice will state the account balance as well as the upcoming date of disconnection. Accounts that are still delinquent 12 days after receiving the late notice will receive a 24-hour notice provided on a door hanger.

If a service is disconnected for non-payment, the service will not be reconnected until the entire past due balance including all applicable late fees is paid in full. The account will be charged \$20.00 for a disconnection fee and another \$20.00 to reconnect service. Once payment is made, services will be reconnected in a timely manner, Monday – Friday between 8:00 a.m. and 3:00 p.m. Overtime charges may be applied if payment is not made during these hours and reconnection is requested, and if staff is available to do so.

Service will not be connected/re-connected in a new customer's name unless it can be established that the new customer had not occupied the premise when the charges in the past due balance were incurred.

Failure to receive a bill, late notice, or a 24-hr disconnect door hanger notice hung on the account

holder's address shall not entitle the customer to relief from any penalties or disconnection.

If an account has been disconnected for non-payment and there has been no status update at the time of the City's next monthly billing cycle, the account will be considered inactive and a final bill will be produced.

RETURNED CHECKS

A \$30.00 service charge is assessed to any customer whose check is returned unpaid, or ACH payment is rejected by the financial institution on which it is drawn. If two or more checks or ACH drafts are dishonored within 12 months the account will be made cash only for 12 months. The cash only comment code shall be utilized in Incode. City Hall staff will notify the resident of the returned check or rejected ACH by phone call. Payment of a dishonored check or rejected ACH must be paid including the service fee within 48 hours of the notice of the returned payment or be disconnected. Payment is only accepted by secure payment options such as cashier check, money order or cash.

PAYMENT AGREEMENT

The City of Eldridge offers customers in jeopardy of service disconnection due to non-payment an opportunity to enter into a payment arrangement with the City in accordance with Iowa Administrative Code Chapter 27. The Payment Arrangement amount will be due in addition to your current bill amount. The arrangement may extend the disconnection date no later than the 20th of the following month to help ease financial issues. Agreements require the customer(s) to stop in City Hall and complete an arrangement form during regular business hours and no later than the day before set disconnection.

COLLECTIONS, LIENS, AND DAS OFFSET PROGRAM

The City utilizes the State of Iowa's Income Offset program to collect delinquent unpaid utility accounts. The account holder responsible for the delinquent balance will always be the first sought after for payment.

Once an account is disconnected either through voluntary or involuntary means the account is finalized and a final bill is produced during the City's next monthly billing cycle. If there is a deposit refund, the amount will be credited to the account. If a balance exists, a final bill will be sent to the last known mailing address of the account holder. The due date on the final bill will be the 20th of the following month in alignment with the City's normal monthly billing cycle. If payment is not received by the due date, a second notice will be sent and a note will be entered into the account of such. If payment is not received after the second notice is sent, a third and final notice will be sent and will include the Offset Letter to notify the customer that if payment is not received by the due date, the delinquent account will be sent to the State Offset Program for collection.

The **INCOME OFFSET PROGRAM** is a method used by the State of Iowa and its political subdivision to collect money owed to the State under Chapter 8A.504 of the Iowa Code. An account holder is eligible to be sent to the Income Offset Program when the balance of the account is not paid after three attempts to collect and service is no longer active for the customer. The account holder information that is sent to the Offset Program must include a tax identification number, social security number, or federal tax id.

The delinquent account should be in a final status in Incode. Final bills are processed monthly in alignment with the regular monthly billing cycle. A second notice should be sent if payment is not received by the initial due date and a note should be entered into the account. If payment is still not received after the second notice is sent, a third notice is sent utilizing the Offset letter available in Incode notifying the customer that if payment is not received by the due date on the notice, the delinquent account will be sent to the State Offset Program for collection. A \$7.00 administrative fee will be charged by the State Income Offset Program. A minimum of \$50.00 balance is required for an account to be submitted to the Offset Program; however, this includes the \$7.00 administrative fee.

The City receives notification of debt matches from the State throughout the year via email. Upon receiving notification, the City is to notify the debtor within ten (10) calendar days from the date of the notification stating that the debtor has fifteen days to provide proof of payment or pay the debt less the administrative fee.

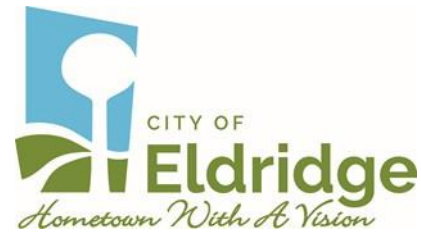
Notice to the Offset Program should include:

- Contact information of City (agency)
- Account information
- Account holder information
- Amount owed
- Date due

If the debt is not resolved following notification with the certified letter, the City has 45 days from the date of the match to notify the income offset program of the actions to be taken. Once a debt is brought to a zero balance, the debtor will be removed from the City's debtor file with the Income Offset Program.

Eldridge Electric & Water

MEMORANDUM



To: Eldridge Electric & Water Utility Board of Trustees
From: City Administrator, Nevada Lemke
Re: Municipal Collections of America
Date: January 10, 2025

Utility Board of Trustees:

As discussed previously, the City of Eldridge/Eldridge Electric & Water Utility has approximately \$40,000 in aged debt that we have been unable to collect, dating back to 1995, due to the lack of SSN or TIN on the account.

Currently the City utilizes the State of Iowa Setoff program to collect aged debt – but the program requires a SSN/TIN in order to attempt to collect the debt.

Sadie has been working on researching additional resources available for collecting aged debt, and presented an agreement with Municipal Collections of America (MCOA) to the Utility Board of Trustees for consideration.

As tax season approaches, administration would like to revisit this item for consideration. MCOA's agreement provides that they would take over and manage all processes involved in collections of aged debt. When debt is collected through their own efforts (letters, phone calls, etc) they retain 25% of the collected debt. If the debt is collected through the setoff program, which they also manage, they retain 10% of the collected debt.

The City would set up direct portal access for MCOA to manage our data and ensure accuracy that would reflect paid accounts, active bankruptcies, or closures. They also acquire the SSN for accounts that are missing that information, expanding the type of debts that can be included on the setoff. All the City would need to do would be to submit the file of delinquent accounts to MCOA.

An example provided by MCOA of another Iowa municipality they contract with, the City of Davenport, was a realized consistent 65% overall rate of recovery for unpaid debts after 5 years, dating back to 2014. 39% of Davenport's delinquent payments received from 11/1/2023 thru 10/31/2024 came through the setoff program; with the remaining 61% of payments resulting from MCOA's calling efforts. This ratio is similar to what MCOA sees across the state for their client accounts.

Administration recommends that the Utility Board considers authorizing a Services Agreement with MCOA to manage the City's/Utility's debt collection efforts which will result in a higher percentage of aged debt collection.

COLLECTION SERVICES AGREEMENT
Municipal Collections of America, Inc.

This COLLECTION SERVICES AGREEMENT is made this ___ day of _____, 2024 by and between Municipal Collections of America, Inc., (MCOA) an Illinois corporation, and the City of Eldridge, an Iowa municipal corporation (hereinafter referred to as THE CLIENT).

WHEREAS, MCOA is a duly licensed collection agency in the State of Illinois, and;

WHEREAS, MCOA possesses the personnel, experience, expertise, and equipment to effectively aid THE CLIENT in collecting the said debts through an effective collection process and;

WHEREAS, THE CLIENT may wish to list certain other debts with MCOA for collection from time to time and MCOA may wish to accept such debts for collection. MCOA retains the right to reject any debt submitted for collection and will provide explanation for such action if taken.

MCOA and THE CLIENT do hereby agree as follows:

ARTICLE I

THE CLIENT agrees that any debts listed for collection with MCOA will be collected and administered pursuant to all the terms and conditions in this Agreement. This Agreement shall not be construed so as to constitute an exclusive collection agreement between THE CLIENT and MCOA. THE CLIENT may submit or not submit any debts for collection to MCOA at THE CLIENT’S sole discretion, and THE CLIENT may use any alternative means other than submitting such debts to MCOA for collection pursuant

All municipal debts listed for collection will be forwarded to MCOA, using the forms and procedures designated by MCOA.

Upon request of MCOA, THE CLIENT will provide certified copies of any documentation deemed necessary for use by MCOA in its collection efforts in a timely manner.

MCOA will acknowledge receipt of any debts listed for collection within five days thereof.

ARTICLE II

MCOA agrees to use its best efforts and any lawful means which in its judgment and discretion it believes will result in the collection of the debts/ which are listed for collections. Performance of the State of Iowa Department of Revenue Setoff Program is an inclusive component of MCOA’s process.

ARTICLE III

No fees will be payable to MCOA unless money is collected, at which time MCOA will be paid as follows:

Option 1: MCOA shall receive 20% of the balance paid on any debt in which THE CLIENT has added a 25% collection/late fee at delinquency to the debt prior to listing it with MCOA

Option 2: For any debt which does not include a 25% late-fee added by THE CLIENT at delinquency, MCOA shall receive 10% of the balance paid thru the IDR Setoff Program and 25% on all other debts in which THE CLIENT has not added a 25% collection/late fee at delinquency. Any payments received from the State of Iowa Tax Setoff Program shall be charged a reduced commission of 10% to MCOA upon payment.

All debts shall be designated as either Option 1 or Option 2 prior to MCOA commencing collection efforts

ARTICLE IV

Upon THE CLIENT'S listing of the debts for collection, MCOA shall have the exclusive right to collect the amounts owed there under until such time as it determines the debt is uncollectable or THE CLIENT requests return of the debts to THE CLIENT. Any inquiries concerning any debt listed for collections, including attempts to make payment, shall be referred at the earliest possible time to MCOA.

MCOA will deposit any money collected in THE CLIENT'S separate bank trust account established for that purpose.

After deduction of the fees allowable by this Agreement, MCOA will forward to THE CLIENT, its share of any amounts collected. Remittance to the CLIENT will be made by the 15th of the month for any amounts collected by the last day of the preceding month.

In the event that any funds are paid to THE CLIENT for debts which have been listed for collection, THE CLIENT will report such collections to MCOA daily for accounting under this Article.

ARTICLE V

THE CLIENT hereby authorizes MCOA to accept a negotiated settlement on any debts listed for collection. However, unless otherwise authorized by the CLIENT, any such settlements shall be no less than 100% of the principal balance of the debt, due to the CLIENT's regulations concerning water shut-off.

ARTICLE VI

MCOA agrees to indemnify and hold THE CLIENT harmless against any and all liability, costs and expenses including attorney fees, occasioned by debts or suits for loss or damages arising out of the acts of the agents, servants or employees of MCOA during the term of this Agreement. MCOA shall defend and indemnify THE CLIENT from any claim or action arising out of MCOA's performance or non-performance of its obligations under this agreement, including but not limited to any violation of the Fair Debt Collection Practice Act, any law dealing with the credit rating of any individual, and other applicable laws arising out of the acts or omissions of MCOA or its agents or employees. Conversely, THE CLIENT agrees to indemnify and hold MCOA harmless against any and all liability, costs and expenses including attorney fees, occasioned by the debts or suits for loss or damages arising out of the acts of THE CLIENT, its servants or employees.

Further, the CLIENT warrants and represents to MCOA that any debt listed for collection will be a legal and valid debt owed to the CLIENT; and in addition to the indemnities listed above, the CLIENT agrees to indemnify and hold MCOA harmless against any and all liability, costs, and expenses including attorneys' fees occasioned by debts or suits under the Federal "Fair Debt Collection Practices Act", due to the breach of these warranties and representations.

ARTICLE VII

This Agreement is for a period of 24 months from the date first above written, however, it shall continue under the same terms and conditions for additional one-year periods until termination by either party, by notice given in writing to the other party, at least sixty days prior to termination.

However, in the event of termination of the Agreement by either party, the CLIENT shall have the option of requesting MCOA to continue any outstanding collection efforts on debts until the debt is either paid or determined to be uncollectible under the same terms of this Agreement.

ARTICLE VIII

At least once per year, MCOA will return to THE CLIENT any debts, which it determines in its sole judgment and discretion, to be uncollectible.

ARTICLE IX

Any notices to be given pursuant to this Agreement shall be deemed as served when placed in the United States Mail, with postage prepaid, sent by certified mail, return receipt requested; to the address designated, in writing, by either party. Until such time as a different address is designated, notices shall be sent as follows:

If to MCOA,	Municipal Collections of America, Inc. 3348 Ridge Road Lansing, Illinois 60438
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If to THE CLIENT,	City of Eldridge 305 N. 3 rd St Eldridge, IA 52748
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ARTICLE X

This agreement contains the entire agreement between the parties hereto and supersedes any prior agreements or understandings between the parties, except to the extent specifically provided for herein. This agreement may only be altered, amended or modified by written instrument signed by both parties hereto.

The terms of this shall be severable. In the event any of the terms or provisions of this agreement are deemed to be void or otherwise unenforceable for any reason, the remainder of this agreement shall remain in full force and effect.

This agreement shall not be construed so as to create a joint venture, partnership, employment or other agency relationship between the parties hereto except to the extent specifically provided for herein.

Notwithstanding any other provision of this agreement, it is expressly agreed and understood that, in connection with the performance of this agreement, MCOA shall comply with all applicable federal, state, city and other requirements of law, including, but not limited to, any applicable requirements regarding prevailing wages, minimum wage, workplace safety and legal status of employees. Without limiting the foregoing, MCOA hereby certifies, represents and warrants to THE CLIENT that all MCOA'S

employees and/or agents who will be providing products and/or services with respect to this agreement shall be legal residents of the United States. MCOA shall also, at its expense, secure all permits and licenses, pay all charges and fees and give all notices necessary and incident to the due and lawful prosecution of the work, and/or the products and/or services to be provided for in this agreement. THE CLIENT shall have the right to audit any records in the possession or control of MCOA to determine MCOA'S compliance with the provisions of this section.

IN WITNESS WHEREOF, the parties have signed and sealed this Agreement of the date first above written.

Municipal Collections of America, Inc.

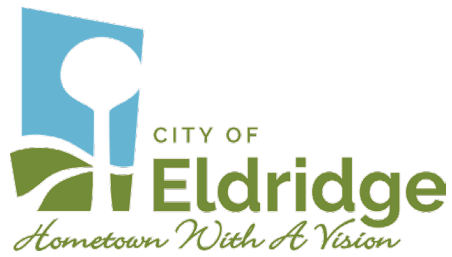
BY: _____

TITLE: _____

THE CLIENT

BY: _____ DATE: _____

TITLE: _____



January 7, 2024

Mayor and City Council,
Utility Board,

The City is in possession of three used trucks that have been replaced. Since Public Works had such good results last quarter selling their Street Sweeper on the municipal sales website Purplewave we would like to post the following vehicles for sale there at the earliest opportunity.

Public Works

Truck # 1- 2006 Chevy Silverado 1500 4WD with 81,200 miles

Utility Department

Truck # 2- 2010 Chevy Silverado 2500HD 4WD with an 8' Western snowplow and has 92,919 miles

Truck # 3- 2014 Ford F250 4WD with an 8' Western snowplow and has 64,490 miles

Please let me know if it is okay to proceed and list them on Purplewave.

Thank you,

Jeff Martens
Assistant City Administrator

Laboratory Report

Eldridge, City of
 Cegan Long
 305 North 3rd Street
 Eldridge, IA 52748

Date Received: 12/17/24 15:01
Date Reported: 01/13/25 10:12
Project: PWS ID # IA8230008 Eldridge
 Email reports and Invoice

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
Sample ID: 101 South 27th Ave - Routine Grab		Date Sampled: 12/17/24 12:09		Date Received: 12/17/24 15:01		
Lab No.: 24L1742-01		Sampled by: Eldridge Personnel				

Classical Chemistry Parameters

Total Coliforms	Negative	MPN/100 mL	12/17/24 15:56	ad	SM 9223B	
Field Chlorine	1.67	mg/L	12/17/24 12:09	Eldridge I	SM 4500 Cl G	

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
Sample ID: 3208 Hunter Ln - Routine Grab		Date Sampled: 12/17/24 11:39		Date Received: 12/17/24 15:01		
Lab No.: 24L1742-02		Sampled by: Eldridge Personnel				

Classical Chemistry Parameters

Total Coliforms	Negative	MPN/100 mL	12/17/24 15:56	ad	SM 9223B	
Field Chlorine	1.77	mg/L	12/17/24 11:39	Eldridge I	SM 4500 Cl G	

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
Sample ID: 3214 S 16th Ave - Routine Grab		Date Sampled: 12/17/24 11:09		Date Received: 12/17/24 15:01		
Lab No.: 24L1742-03		Sampled by: Eldridge Personnel				

Classical Chemistry Parameters

Total Coliforms	Negative	MPN/100 mL	12/17/24 15:56	ad	SM 9223B	
Field Chlorine	2.28	mg/L	12/17/24 11:09	Eldridge I	SM 4500 Cl G	

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
Sample ID: 1660 Fox Ridge Rd. - Routine Grab		Date Sampled: 12/17/24 10:42		Date Received: 12/17/24 15:01		
Lab No.: 24L1742-04		Sampled by: Bryson Stymiest				

Classical Chemistry Parameters

Total Coliforms	Negative	MPN/100 mL	12/17/24 15:56	ad	SM 9223B	
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Analysis Certified by:



Amy Dobbela For Randall Wanke, Laboratory Director

Randal Wanke, Laboratory Director

Eldridge, City of
 305 North 3rd Street
 Eldridge IA, 52748

Project: PWS ID # IA8230008 Eldridge

Email reports and Invoice

Reported:

Client Contact: Cegan Long

01/13/25 10:12

Field Chlorine 2.80 mg/L 12/17/24 10:42 Bryson S SM 4500 CI G

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
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Sample ID: 251 E. Iowa St - Routine Grab			Date Sampled: 12/16/24 8:14	Date Received: 12/17/24 15:01		
Lab No.: 24L1742-05			Sampled by: Cegan Long			

Classical Chemistry Parameters

Total Coliforms	Negative	MPN/100 mL	12/17/24 15:56	ad	SM 9223B	
Field Chlorine	3.29	mg/L	12/16/24 8:14	Cegan Lc	SM 4500 CI G	

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
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Sample ID: 1212 W Donahue St - Routine Grab			Date Sampled: 12/16/24 12:46	Date Received: 12/17/24 15:01		
Lab No.: 24L1742-06			Sampled by: Eldridge Personnel			

Classical Chemistry Parameters

Total Coliforms	Negative	MPN/100 mL	12/17/24 15:56	ad	SM 9223B	
Field Chlorine	3.15	mg/L	12/16/24 12:46	Eldridge I	SM 4500 CI G	

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
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Sample ID: 919 Pinehurst Drive - Routine Grab			Date Sampled: 12/16/24 13:08	Date Received: 12/17/24 15:01		
Lab No.: 24L1742-07			Sampled by: Eldridge Personnel			

Classical Chemistry Parameters

Total Coliforms	Negative	MPN/100 mL	12/17/24 15:56	ad	SM 9223B	
Field Chlorine	3.13	mg/L	12/16/24 13:08	Eldridge I	SM 4500 CI G	

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
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Sample ID: 417 Broadmoor Drive - Routine Grab			Date Sampled: 12/16/24 13:30	Date Received: 12/17/24 15:01		
Lab No.: 24L1742-08			Sampled by: Eldridge Personnel			

Classical Chemistry Parameters

Total Coliforms	Negative	MPN/100 mL	12/17/24 15:56	ad	SM 9223B	
Field Chlorine	3.15	mg/L	12/16/24 13:30	Eldridge I	SM 4500 CI G	

 N-1 Negative
 _A Bacteria Absent

Laboratory Report

Eldridge, City of
 Cegan Long
 305 North 3rd Street
 Eldridge, IA 52748

Date Received: 12/09/24 13:27
Date Reported: 01/13/25 10:12
Project: PWS ID # IA8230008 Eldridge
 Send Invoice to AP and reports by email

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
Sample ID: 505 W Donahue St - Routine Grab			Date Sampled: 12/09/24 7:08		Date Received: 12/09/24 13:27	
Lab No.: 24L0913-01			Sampled by: Bryson Stymiest			
Classical Chemistry Parameters						
Fluoride	0.630	mg/L	12/09/24 17:06	EV	EPA 300.0	
Field Fluoride	0.74	mg/L	12/09/24 7:08	Bryson Stymiest		

Analysis Certified by:

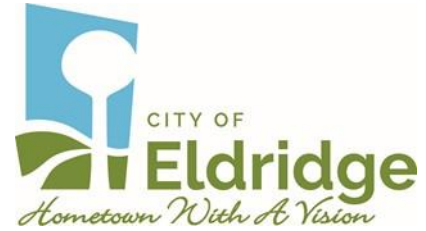


Amy Dobbelare For Randall Wanke, Laboratory Director

Randal Wanke, Laboratory Director

Eldridge Electric & Water

MEMORANDUM



To: Eldridge Electric & Water Utility Board of Trustees
 From: City Administrator, Nevada Lemke
 Re: Water Superintendent Job Description & Wages
 Date: December 26, 2024

Utility Board of Trustees:

As previously directed by the Utility Board of Trustees, the departmental structure for the Electric & Water Utility would include a Superintendent position in both departments rather than a General Manager to oversee both departments. The Electric Department currently has a Line Foreman which is the equivalent to an Electric Superintendent. Additionally, the Board recently approved the addition of an Administrative Manager to complete the tasks and responsibilities related to administration of policies, compliance reporting, planning and development, and other administrative tasks at the management level for the Utility Department.

The water utility department recently added an additional full time water operator position. The next step for the department would be to create the Superintendent position for the Water Department and to fill that position. The current Grade II Operator, who also serves as the department's RIC (Responsible in Charge), is the qualified and experienced individual that would serve as an excellent candidate, and would by natural progression, fill this role.

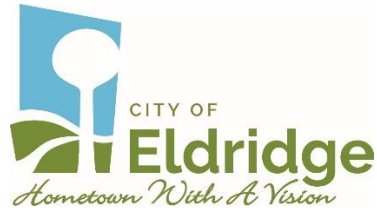
Attached is a draft for the Water Superintendent position for the review and consideration of the Utility Board of Trustees. The Water Superintendent would work closely with the Utility Administrative Manager and the Electric Line Foremen, as well as with the City Administrator, to ensure that all areas of the Utility department operations are efficient, effective, compliant, and provide the highest level of service for Eldridge residents.

Additionally, a review and analysis of wages for Water Superintendents in comparable cities and positions has been completed. In this review, consideration was also given to the current wages of comparable management level employees within the City of Eldridge/Eldridge Municipal Utilities organization. The information and recommendation for the Water Superintendent wage is as follows:

	HRLY	ANNUAL
City Administrator	\$56.80	\$118,144
Assistant City Administrator	\$43.45	\$90,380
Building Official	\$44.75	\$93,080
Public Works Director	\$54.97	\$114,338
Police Chief	\$49.60	\$103,168
City Clerk/Finance Manager	\$38.46	\$80,000
Line Foreman/Superintendent	\$45.53	\$94,702
Water Superintendent		
Utility Administrative Manager	\$36.06-\$41.83	\$75,000-\$87,000

Population	City	Annual Wage	Hourly Wage
7,984	Perry, IA	\$92,700	\$44.57/hr
8,114	Denison, IA	\$89,939 - \$115,648	\$43.24-\$55.60/hr
7,578	Decorah, IA	\$95,388	\$45.86/hr
7,392	Creston, IA	\$75,000	\$36.06/hr
7,252	Washington, IA	\$90,833	\$43.67/hr
7,228	Charles City, IA	\$93,600	\$45.00/hr
7,219	Hiawatha, IA	\$102,419	\$49.24/hr
6,967	Nevada, IA	\$93,704	\$45.05/hr
6,781	Atlantic, IA	\$111,223	\$53.47/hr
6,474	Adel, IA	\$84,573	\$40.66/hr
6,397	Orange City, IA	\$96,792	\$46.53/hr
6,726	Eldridge		
	Mean	\$94,457	\$45.41/hr
	Median	\$93,704	\$45.05/hr
	2024 Avg US	\$115,433	\$55.50/hr
	2024 Avg IA	\$101,550	\$48.82/hr

Based on the comparatives and the wages of the current Department Head team, the recommendation to the Utility Board of Trustees would be to approve the Water Superintendent position with a base wage between \$92,000/yr and \$94,000/yr.



Job Description

Title: Water Superintendent Supervisor: City Administrator	Dept: Water Utility	Class: Exempt
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SUPERVISION

The Water Superintendent is a full-time salaried and exempt position that reports to the City Administrator and the Utility Board of Trustees.

ESSENTIAL FUNCTIONS

- The functions listed describe the primary purpose of this job. Specific duties or tasks may vary and be documented separately. The employee might not be required to perform all functions listed. Additional duties may be assigned, and functions may be modified, according to necessity.
- All assigned duties or tasks are deemed to be part of the essential functions, unless such duties or tasks are unrelated to the functions listed, in which case they are deemed to be other (non-essential) functions.
- Employees are held accountable for successful job performance. Job performance standards may be documented separately, and may include functions, objectives, duties or tasks not specifically listed herein.
- In performing functions, duties or tasks, employees are required to know and follow safe work practices, and to be aware of City policies and procedures related to job safety, including safety rules and regulations. Employees are required to notify supervisors upon becoming aware of unsafe working conditions.
- All functions, duties or tasks are to be carried out in an honest, ethical and professional manner, and to be performed in conformance with applicable City policies and procedures. In the event of uncertainty or lack of knowledge of City policies and procedures, employees are required to request clarification or explanations from supervisors or authorized City representatives.

The Water Superintendent under general administrative direction, is responsible for the supervision and performance of technical work in the operation of the municipal water system. The work includes responsibilities for the operation of the Water Treatment Plant, the distribution system, and the Water Utility Department, to include operation of the facility, wells, pumps, and disinfection & fluoridation pumps and equipment. The Superintendent must also be able to collect and analyze samples and results from tests of the public water supply, and must have working knowledge of water mains, hydrants, valves, claims, repairs, towers, water meter installations and repairs, and related remote readers. The Water Superintendent works closely with the Utility Administrative Manager, the City Administrator, and the Water & Electric Utility Board of Trustees; and participates positively and effectively as a member of the City's Management Team.

1. Assume responsibility for assigned functions, services, and activities of the Water Treatment & Distribution Plant and its employees.
2. Establishes the work schedules for the water department employees and adjusts procedures

as necessary to meet schedules, goals, objectives, and priorities for the water distribution system; and directs the activities of subordinate personnel that are responsible for the installation, maintenance, and repair of the water distribution system.

3. Recommends policies and procedures for administration to the Utility Administrative Manager and Utility Board of Trustees.
4. Establishes appropriate service and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and recommends allocation of resources in accordance with the City Utility's policies.
5. Assures that employees in the water utility department comply with applicable safety and occupational health standards; maintains discipline and conduct of subordinate employees; and sees that safety precautions for the staff and public are enforced.
6. Plans, organizes, and supervises the work of the water utility department employees, divides & assigns tasks, coordinates and maintains the work flow, hires and trains new employees in system operation and work procedures, recommends disciplinary action, discharge, promotions, and evaluates the performance of department personnel. Approves overtime work and maintains the time and work records.
7. Completes periodic reports and submits them to the appropriate authority in collaboration with the Utility Administrative Manager.
8. Provides system and operational updates to the City Administrator and the Utility Board of Trustees.
9. Operates the Water Treatment Plant to control disinfection and fluoridation at points of injection into the distribution system; and makes operations decisions in accordance with the Utility's policies and direction of the Board of Trustees and/or City Administrator
10. Supervises the regular and required testing of the City water to insure that water quality is maintained at the required levels, including the daily, weekly, and monthly records and reports of those tests.
11. Collects samples of water from the distribution system for laboratory analysis for coliform bacteria, nitrate levels, and any other chemicals as necessary; checks and reviews tests of the water as a basis for directing changes in plant operations; and collects and analyzes samples for chlorine and fluoridation concentration.
12. Monitors and directs the maintenance of the distribution system such as leak detection and repair, valve exercises, fire hydrant flushing, system repairs, and to keep the system in good working condition. Operates equipment as needed related to the installation of mains and hydrants and repair of broken mains.
13. Monitors large pump meters, chlorine and fluoridation consumption & records, reads water meters and gauges, uses pipe locator and leak detector equipment, and locates underground facilities for contractors and other professional service providers.
14. Works with the Utility Administrative Manager, City and Assistant City Managers to develop plans to meet and serve expanding community needs, such as increasing capacity of water storage and arranging new sources of water supply and

15. Plans methods and sequence of operation to provide for facility additions, deletions, and modifications to the system
16. Works with the project engineer and City planning committee and inspects field projects to confirm conformance to specifications.
17. Evaluates new developments in materials, tools, and equipment or deny purchases
18. Prepares budget estimates based on the anticipated needs of the department and helps to prepare departmental budget and maintain budgetary controls
19. Works with the Utility Administrative Manager, City Administrator, & Assistant City Administrator in the development of short-range and long-range plans for the Water Department.
20. Maintains constant awareness of federal and state environmental quality requirements, new legislation and regulations, and assures all required training is given to and licenses are maintained by the department personnel.
21. Makes recommendations regarding purchase of new equipment, modifications of existing equipment, improving methods and procedures of operations, and personnel requirements, practices, and policies.
22. Responsible for the automotive, mechanical, special, and any other equipment or properties assigned to the water utility department
23. Reports any problems or irregularities related to the water supply and distribution system to the City Administrator, Utility Administrative Manager, and Utility Board of Trustees.
24. Cooperates and coordinates with other departments on various projects and also in emergencies such as snow and other related conditions.
25. Supervises inspections and answers inquiries on taste or odor of water and takes appropriate corrective measures pertaining to the water distribution.

MINIMUM QUALIFICATIONS AT ENTRY

Additional qualifications may be specified and receive preference, depending upon the nature of the position.

Education/Experience:

- High School Diploma or equivalent
- Possession of a Grade II Water Treatment Plant Operators and Water Distribution Certificate in the State of Iowa, as per current DNR requirements
- Must possess a valid State of Iowa driver's license and a CDL license (and must maintain throughout period of employment)
- Three to five years of progressively responsible experience in water treatment and distribution that demonstrates broad knowledge of the principals and practices applied to the operation and maintenance of a Water Treatment and Distribution municipal water system.
- Thorough knowledge of occupational hazards involved and safety precautions necessary in the operation of water treatment equipment and processes, to include safe handling of toxic chemicals and related safety equipment
- Experience working with the public and media are preferred.

Ability to:

- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Delegate authority and responsibility.
- Assist with the Selection, training and evaluation of staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Oversee, manage or respond to requests and inquiries from the general public.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Act as a motivator who can develop strong staff and employee morale while attaining a high level of productivity and accomplishment from the work force.

WORKING CONDITIONS (Physical/Mental Demands)

With or without reasonable accommodation, requires the physical and mental capacity to perform effectively all essential functions. In addition to other demands, the demands of the job include:

- Maintaining composure in dealing with citizens, city staff, elected officials, and others, occasionally under conditions of urgency and in pressure situations.
- Must undergo and meet City standards for background and reference checks.
- Required ability to handle multiple tasks concurrently.
- Outdoor and Indoor work with exposure to all types of weather elements
- Frequent standing, walking, sitting, stooping, crouching, reaching, and handling; with moderate physical strength required for moving, lifting, carrying objects, tools, and chemicals weighing 50 lbs or more
- Moderate exposure to moving parts, shock, burns, toxic and non-caustic agents, and similar work hazards
- Requires extensive eye/hand/foot coordination, manual dexterity, and motor coordination in the operation, maintenance, and repair of equipment and facilities

Position Type/Expected Hours of Work:

This is a full-time hourly position and regular hours of work and days are Monday through Friday 7:00am to 3:30pm. Occasional evening and weekend work may be required as job duties demand. The Superintendent is expected to be available via phone 24/7/365.

Travel:

Travel is primarily local during the standard work day, although some out of the area travel and overnights may be expected.

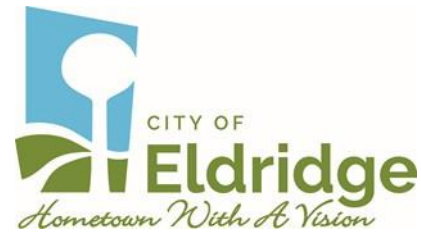
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Classification History

Updated 12/26/2024

Eldridge Electric & Water

MEMORANDUM



To: Eldridge Electric & Water Utility Board of Trustees
From: Water Operator, Cegan Long
Re: Plastic Water Main
Date: January 13, 2025

Utility Board of Trustees:

Plastic Water Main

As Eldridge continues to grow there is an opportunity to have developers and contractors make essential upgrades to Eldridge utility systems. Recent subdivisions built had developers request the use of plastic water mains. Currently the policy in Eldridge is that developers and contractors must use polyethylene wrapped D.I.P. (Ductile Iron Pipe).

Plastic water main has been in use all around the world with the production of plastic pipe originating in Germany in 1932 and being implemented in water applications in 1936. Some of that original plastic water main in Germany survived World War 2 and is still in use today with no issues. The technology around plastic water main has continued to get better over the last 90 years and has taken over the industry for water treatment and distribution as well as wastewater applications.

Approving the use of plastic water main in Eldridge will provide multiple benefits for the water utilities itself, residents, developers and contractors.

- **Cost:** C900 PVC (Polyvinyl Chloride) water main is nearly 1/3 of the cost of D.I.P. saving Eldridge and its citizens money on newly installed water mains. This also saves money for the developers and contractors. To properly protect D.I.P. in Eldridge soil we require the pipe to be wrapped and if possible, there needs to be cathodic protection from zinc or magnesium anode sacks thermite welded to the pipe and thrown 15-20 feet from the pipe. The conductivity/corrosiveness of the soil attacks the anode sack before the pipe. These components are additional costs to install water main.

LINE #	QTY	UOM	DESCRIPTION	UNIT PRICE	EXT. PRICE
			** DUCTILE PIPE **		
2	20	FT	6" X 20' SJ CL52 DI PIPE	\$30.88	\$617.56
3	20	FT	8" X 20' SJ CL52 DI PIPE	\$43.56	\$871.11
4	20	FT	12" X 20' SJ CL52 DI PIPE	\$72.23	\$1,444.67
5	20	FT	16" X 20' SJ CL52 DI PIPE	\$107.27	\$2,145.33
			** C900 PIPE **		
7	20	FT	6" X 20' DR18 C900 PVC PIPE	\$12.10	\$242.00
8	20	FT	8" X 20' DR18 C900 PVC PIPE	\$20.76	\$415.11
9	20	FT	12" X 20' DR18 C900 PVC PIPE	\$43.87	\$877.33
10	20	FT	16" X 20' C900 DR25 PVC PIPE	\$44.44	\$888.89

Utility Equipment Company



Anode Systems 12 lb.
Zinc Bag with 20 ft. Wire

Ferguson Plumbing Supply (\$150.00 ea.)

- Conductivity & Corrosivity:** In 2022 Eldridge experienced a higher-than-normal number of breaks in the distribution system. Nearly all breaks were golf ball to baseball sized blow outs caused by pitting in the ductile piping. We wanted to understand why the pitting was occurring on so much of the pipe throughout the distribution system. We took soil samples from each of the most recent breaks and sent them for analysis provided by DIPRA (Ductile Iron Pipe Research Association). The findings warranted a representative, Paul Hanson, from DIPRA visiting Eldridge for an in-person meeting. The analysis found that the soil Eldridge consists of has above average acidic properties and the acidity was attacking the ductile water main. C900 PVC and C909 PVC used in water main applications will eliminate virtually all issues caused by the conductivity and corrosivity of our soil.

Exhibit 1 – Soil Test Results
Eldridge, IA
Tested: 8/8 & 8/18, 2022, P. Hanson

No.	Location	Resistivity ohm-cm	Redox mV	pH	Sulfides	Soil Description
*1	3223 S. 26 th Avenue	1,280	+175	6.5	Negative	Brown silty clay with trace gravel, saturated as received
*2	2951 S. 1 st Avenue	880	+285	6.5	Negative	Brown silty clay, saturated as received
*3	1700 E. Blackhawk Trail	1,320	+305	5.5	Negative	Brown & gray silty clay, saturated as received
*4	2900 S. Scott Park Road	1,360	+275	6.6	Negative	Brown silty clay, saturated as received
*5	121 S. 14 th Avenue	920	-50	6.9	Positive	Brown & dark gray silty clay, moist as received

* Potentially corrosive to iron pipe

Ductile Iron Pipe Research Association (DIPRA)

Electro chemical corrosion underground.

Corrosion is direct current flowing from the pipe into the soil back into the pipe.

Holes/pitting in the ductile pipe act as the anode.

Below 1800 resistivity there needs to be cathodic protection on pipe.

Oxidation reduction potential (REDOX) 100+ is best.

Anaerobic bacteria germs that do not require oxygen to survive.

- Flow & Turbidity:** As ductile iron and cast-iron pipe age, allowing corrosion to begin its process, precipitated minerals will settle in the pipe and begin to adhere to the pipe wall. As time goes on those deposits start restricting the volume of flow that the pipe can carry. With plastic pipe that corrosion factor is eliminated, and the precipitates are unable to completely adhere to the pipe allowing for deposits to continue to build. PVC has a nearly perfectly smooth interior wall giving the water an easier path of travel reducing the amount of friction and turbulence in the pipe. Ductile and cast iron will have imperfections in the lining of the pipe wall causing minor turbulence slowing down the flow of the water.



American Water College

- **Taste & Odor Control:** Eldridge has had very rare cases of taste and odor complaints. They occur typically during the flushing season when corrosion and calcium deposits are stripped from the pipe and flushed or distributed into the system. Those deposits can periodically get pulled into a residential service potentially causing discolored water and even taste complaints. Given that plastic water main has a resistance to corrosion and deposit build up it would help eliminate potential taste and odor complaints in the future.

Plastic Water Main Municipal Recommendations

Grand Rapids, Michigan

Tipton, Iowa

North Liberty, Iowa

Iowa City, Iowa

Durant, Iowa