

BOARD OF TRUSTEES OF THE ELDRIDGE ELECTRIC & WATER UTILITY

March 19th, 2024
5:00 pm
City Hall, 305 N. 3rd Street

1. Call to order
2. Public Comment
3. Approval of Agenda
4. Approval of Minutes –March 5TH, 2024, Special Meeting 3-4-24, Special Meeting 2-29-24
5. Administrative
 - A. An update from legal counsel to explain what Dickinson Law is doing on behalf of the Board. A closed session may be held pursuant to Iowa Code 21.5(1)(c) “To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.”
 - B. Potential Action as a Result of Closed Session.
 - C. Consideration to Approve FY 24/25 Budget
 - D. Discussion and Consideration of retention of Dickinson, Bradshaw, Fowler & Hagen, P.C. to establish policies and procedures for the Board of Trustees and its organization.
 - E. Discussion and Consideration to Hire Dickinson Law to perform an orientation for Board Trustees.
 - F. Discussion and Consideration to Hire Dickinson Law to Review and Revise the Employee Handbook.
 - G. Department Update
6. Financial
 - A. Consideration to Approve Bills Payable
 - B. Consideration to Approve an NTE Annual Premium of \$107,000 for General Liability / Workers’ Compensation Insurance.
 - C. Consideration to Approve assisting Jacob Powell due to a clerical error regarding his tax withholding.
7. Electric Department
 - A. PCA Update
 - B. Department update
8. Water Department
 - A. Consideration to Waive Lloyd McGrath’s Water Bill in the Amount of \$448.77.
 - B. Consideration to Approve a 3% Pay Increase for Jacob Powell after Receiving his Grade 1 Treatment Certificate.
 - C. Department Update
9. Adjournment

NEXT REGULAR MEETING Tuesday, April 2nd, 2024 at 5:00 pm

**BOARD OF TRUSTEES OF THE ELDRIDGE
ELECTRIC & WATER UTILITY**

Brock Kroeger, Chairman

Jim Skadal, Vice Chairman

Barb O'Brien

Paula Steward

Jeff Hamilton

Craig Gehrls

The regular meeting of the Board of Trustees of the Eldridge Electric and Water Utility Board was called to order at 5:01 P.M. on March 5, 2024, at Eldridge City Hall.

Board members present were Paula Steward, Barb O'Brien, Jeff Hamilton, Jim Skadal, and Craig Gehrls via phone. Brock Kroeger was present, seated in the gallery and abstained from all business. Also, present Jacob Rowe and Jody Coffman. Visitors Frank King, Nevada Lemke, Jeff Martens, Scott Campbell, Mark Rildofi, Collin Wilson, Tate Olsen, Ryan Iossi, Karl Nissen, Sara Nissen, and Marty O'Boyle.

Vice Chair Skadal made a statement recognizing Gehrls as present but his seat under legal litigation.

Public Comment- Brock Kroeger stated that he was present and would abstain from voting.

Motion by Steward, second by O'Brien to approve the agenda. All ayes.

Motion by Steward, second by O'Brien to approve the minutes from February 20, 2024. Roll call vote O'Brien, aye. Hamilton, aye. Gehrls, aye. Steward, aye. Skadal, aye. Motion passed.

FINANCIAL – Motion by Skadal to approve bills payable in the amount of \$95,977.45, second by O'Brien. Roll call vote O'Brien, aye. Hamilton, aye. Gehrls, aye. Steward, aye. Skadal, aye. Motion passed.

Resolution 2024-03 E&W Depositories was tabled.

Resolution 2024-05 E&W Bank Authorized Signer was tabled.

ELECTRIC – Rowe gave an update on the PCA. The PCA looks like it will be a credit for the first time in two years.

Rowe talked about the IUB Reliability Plan. Steward made a motion to approve Resolution 2024-04 E&W Reliability Plan, second by O'Brien. Roll call vote O'Brien, aye. Hamilton, aye. Gehrls, aye. Steward, aye. Skadal, aye. Motion passed.

Department update: The electric crew finished the punch list for the tree trimmers, and have been working a pole replacement at N 2nd and Donahue St.

WATER- Water test samples were taken 2/13/24 at 8 locations. All passed.

Department update: The water main pressure test for RILCO on S. 16th Ave failed and will have to be retaken. Rowe and Powell had a kickoff meeting with KLM for the water tower repair, Well 3 maintenance has started and a HS #1 motor failed at well 1 and has been sent in for repair.

ADMINISTRATION- Resolution 2024-06 Clerk Duties was tabled.

The Trustees considered applying for an EIN number. O'Brien made a motion for the Utility Manager to move forward with applying for the EIN number, second by Steward. Roll call vote O'Brien, aye. Hamilton, aye. Gehrls, aye. Steward, aye. Skadal, aye. Motion passed.

The Budget discussion was tabled until the next meeting.

Rowe gave the Trustees copies of three handbooks to review, and they will have a discussion at a later meeting.

Department update: None

Motion by Steward to adjourn the meeting at 5:42 P.M., second by O'Brien. All ayes.

A special meeting of the Board of Trustees of the Eldridge Electric and Water Utility Board was called to order at 11:00 A.M. on March 4, 2024, at the Water Treatment Facility.

Board members present were Paula Steward, Barb O'Brien, and Jim Skadal. Brock Kroeger was present, seated in the gallery and abstained from all business. Also, present Jacob Rowe and Jody Coffman. Visitors Jeff Martens, Mark Rildofi, Ryan Iossi and Tate Olson. Attorneys John Lande and Nichole Proesch from Dickerson, Bradshaw, Fowler & Hagen, P.C. attended via computer.

Motion by Steward to approve the agenda, second by O'Brien to approve the agenda. All ayes.

Motion by Steward to adjourn the special meeting at 11:03 am, to go into a closed session to Authorize legal action against the City of Eldridge related to alleged Trustee removal. A closed session may be held pursuant to Iowa Code 21.5(1)© “ To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation” second by O'Brien. A roll call vote was taken, Skadal, aye. O'Brien, aye. Steward aye. Kroeger abstained but supports going into closed session.

Steward made a motion to reopen the special session at 11:37, second by O'Brien. All ayes. Open session resumed; no was taken in the closed session.

Steward made a motion to Authorize legal action against the City of Eldridge related to the alleged Trustee removal, contingent on the City rescinding the removal of the Trustee or not appointing a new Trustee in his place. Second by O'Brien. All ayes.

Steward made a motion to adjourn the meeting at 11:39 am, second by O'Brien. All ayes.

A special meeting of the Eldridge Electric and Water Utility Board was called to order at 4:30 P.M. on February 29, 2024, at the Water Treatment Facility.

Board members present were Paula Steward, Barb O'Brien and Jim Skadal. Brock Kroeger was present, seated in the gallery and abstained from all business. Also, present Jacob Rowe and Jody Coffman. Visitors Jeff Martens, Scott Campbell, Mark Rildofi, Tate Olson, and Collin Wilson. Attorneys John Lande and Nichole Proesch from Dickerson, Bradshaw, Fowler & Hagen, P.C. attended via computer.

Motion by O'Brien to approve the agenda, second by Steward to approve the agenda. All ayes.

Motion by Steward to adjourn the special meeting at 4:36 pm, to go into a closed session for consideration of retention of Dickerson, Bradshaw, Fowler & Hagen, P.C to represent the Board in connection with the alleged removal of a Utility Board Trustee. A closed session may be held in Pursuant to Iowa Code 21.5(1)(c) "To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.", second by O'Brien. A roll call vote was taken, Skadal, aye. O'Brien, aye. Steward aye. Kroeger abstained but supports going into closed session.

Open session resumed at 5:08 pm, no action was taken in the closed session.

Steward made a motion to retain the Law Firm of Dickinson, Bradshaw, Fowler & Hagen, P.C. to represent the Eldridge Electric and Water Utility Board and J. Rowe Utility Manager to sign the forms, second by O'Brien. All ayes.

Steward made a motion to adjourn the meeting at 5:10 pm, second by O'Brien. All ayes.

BOARD OF TRUSTEES OF THE ELDRIDGE ELECTRIC & WATER UTILITY

To: Board of Trustees

From: Jacob Rowe, Utility Manager

Re: Policies & Procedures

Date: March 14th, 2024

The Eldridge Board of Trustees was established in January 1976. The Board has not revised or updated its policies and procedures since that time. It has been recommended by legal counsel that the Board consider making the appropriate changes. Dickinson Law is well experienced in creating these types of policies and procedures for Chapter 388 boards. They have provided an estimate of 10-20 hours at an hourly rate of \$275.00. The following is a list of items that will be addressed as part of this project.

- Board Policies.
- Open Meeting Policies and Procedures.
- Spending Authority.
- Hiring and Firing Authority.

Jacob Rowe
Utility Manager

BOARD OF TRUSTEES OF THE ELDRIDGE ELECTRIC & WATER UTILITY

To: Board of Trustees

From: Jacob Rowe, Utility Manager

Re: Board of Trustees Orientation

Date: March 14th, 2024

On March 4th, 2024, the City Council appointed two new trustees to the Board. It has been suggested that the Board consider a board trustee orientation for all new trustees. Records show that this has never been offered to Trustees in the past. Considering that no Trustees have been through an orientation, it is recommended that the orientation take place during a closed session. Dickinson Law has offered to conduct the orientation at a future meeting to be determined. They have given an estimate of 2-4 hours at an hourly rate of \$275.00. The orientation will consist of a general overview of the Board's responsibilities. In addition, it will also cover a review of chapter 388.

Jacob Rowe
Utility Manager

BOARD OF TRUSTEES OF THE ELDRIDGE ELECTRIC & WATER UTILITY

To: Board of Trustees

From: Jacob Rowe, Utility Manager

Re: Handbook

Date: March 13th, 2024

In September of 2022, the City Administrator and the Utility Manager were tasked with creating a new handbook. The Board and Council hired MRA to assist with this project. The handbook was completed in March of 2023 and proposed as an agenda item at that time. Councilman Dockery asked that it not be added to the agenda until he had more time to review the proposed handbook. The handbook would not be added to the City Council agenda until January of 2024. On February 5th, 2024, the Council approved the handbook with council-approved changes.

Currently, the Board of Trustees has not approved the proposed handbook. On March 5th, 2024, the Board was presented with three versions of the handbook. The first version was the original handbook from March of 2023. The second was created using information from other board-run utilities across Iowa. The third was the latest version that the City Council approved on February 5th, 2024. Dickinson Law has offered to review and revise the handbook for the Board. They have provided an estimate of 20 hours at an hourly rate of \$275.00.

Jacob Rowe
Utility Manager

Utility Bills Payable for March 19, 2024

TOTAL CHECKS	\$23,939.85
MidAmerican Wire Transfer- WS4 - Louisa energy charge - CMPMA	\$89,154.42
Credit Cards	\$3,374.34
PAYROLL March 16, 2024	\$30,265.79
TOTAL	\$146,734.40

CREDIT CARDS

J POWELL IA DNR TESTING FEE	\$32.29	J POWELL'S PURCHASES WERE
J POWELL HILTON HOTEL	\$759.24	MADE THROUGH A LACEY
J POWELL HACH CO CLAIBRATION TEST	\$994.00	
J ROWE COURTYARD ANKENY	\$1,043.84	
K SCHNECKLOTH FARM & FLEET BATTERI	\$385.98	
M MORRIS FARM & FLEET BATTERY	\$158.99	
	\$3,374.34	

VENDOR SET: 01 City of Eldridge
 BANK: 00 FIRST CENTRAL UTILITY
 DATE RANGE: 3/01/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002440	EBS							
I-202402144326	PSF/FLEX/COBRA	D	3/01/2024			000776		
600 5-810-6150	GROUP INSURANCE	PSF/FLEX/COBRA		27.19				
630 5-820-6150	GROUP INSURANCE	PSF/FLEX/COBRA		73.74				100.93
002440	EBS							
I-202403144379	PSF/FLEX/COBRA	D	4/01/2024			000798		
600 5-810-6150	GROUP INSURANCE	BENEFITS		30.01				
630 5-820-6150	GROUP INSURANCE	BENEFITS		79.33				109.34
1	MOELLER, JOSHUA & MI							
I-000202403044354	US REFUND	R	3/04/2024			225863		
630 2033	DEPOSIT REFUNDS PAYABLE	02-0070-00		129.39				129.39
1	AURAND, KATHRYN							
I-000202403134370	US REFUND	R	3/13/2024			225864		
630 2033	DEPOSIT REFUNDS PAYABLE	01-6200-03		8.08				8.08
1	ERICKSEN, JORDAN							
I-000202403134372	US REFUND	R	3/13/2024			225865		
630 2033	DEPOSIT REFUNDS PAYABLE	03-0400-09		156.46				156.46
001034	A & A AIR COND & REFRIGERATION							
I-24FEB02135U	ICE MACHINE	R	3/14/2024			225866		
630 5-820-6310	B & G MATERIAL	ICE MACHINE		62.50				62.50
001048	ADVANTAGE TREE SERVICES LLC							
I-130633	PINE BARK ADELGID	R	3/14/2024			225867		
600 5-810-6520	OTHER CONTRACTED SERVICES	PINE BARK ADELGID		221.69				221.69
001988	ALLIANT ENERGY CO.							
I-202403124361	UTILITIES	R	3/14/2024			225868		
600 5-810-6371	UTILITIES	WATER TOWER		211.65				211.65
000276	ALTORFER INC							
I-W010016238	FULL ENGINE SERV. MACHIN INSP	R	3/14/2024			225869		
600 5-810-6520	OTHER CONTRACTED SERVICES	FULL ENGINE SERV. MA		728.00				
I-W0410016239	FULL ENGINE SERV. MACHINE INSP	R	3/14/2024			225869		
600 5-810-6520	OTHER CONTRACTED SERVICES	W0410016239		692.00				
I-W0410016240	FULL ENGINE SERV. MACHINE INSP	R	3/14/2024			225869		
600 5-810-6520	OTHER CONTRACTED SERVICES	FULL ENGINE SERV. MA		826.00				2,246.00
002588	ALWAYS CLEAN LLC							
I-6935FFU	CLEANING SERVICES	R	3/14/2024			225870		
630 5-820-6310	B & G MATERIAL	CLEANING SERVICES		300.00				300.00

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 DATE RANGE: 3/01/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002682	AMAZON CAPITAL SERVICES							
I-13KKJ-QY94-3HT9	DIGITAL RECORDER	R	3/14/2024			225871		
600 5-810-6506	OFFICE SUPPLIES		DIGITAL RECORDER	37.49				37.49
000047	CENTRAL SCOTT TELEPHONE							
I-202403134374	WIFI, TELEPHONE	R	3/14/2024			225872		
600 5-810-6373	TELEPHONE & INTERNET		WIFI, TELEPHONE	279.26				
630 5-820-6373	TELEPHONE & INTERNET		WIFI, TELEPHONE	493.00				772.26
000231	COMMUNITY ACTION OF EASTERN IO							
I-202403134377	PROJECT SHARE	R	3/14/2024			225873		
630 5-820-64131	PROJECT SHARE REMITTANCE		PROJECT SHARE	54.00				54.00
003025	DICKINSON BRADSHAW P.C.							
I-1151265	LEGAL SERVICES	R	3/14/2024			225874		
600 5-810-6411	LEGAL SERVICES-GENERAL		LEGAL SERVICES	941.88				
630 5-820-6411	LEGAL SERVICES-GENERAL		LEGAL SERVICES	2,825.62				3,767.50
003022	DSI MEDICAL SERVICES, INC.							
I-INV248207U	SCHNECKLOTH LABS	R	3/14/2024			225875		
630 5-820-6601	MISC. ADMINISTRATION		SCHNECKLOTH LABS	24.75				24.75
002111	ENVIRONMENTAL SYSTEMS RESEARCH							
I-94677877U	DESKTOP PRIMARY MAINTENANCE	R	3/14/2024			225876		
600 5-810-6420	MAPPING		DESKTOP PRIMARY MAIN	115.00				
630 5-820-6420	MAPPING		DESKTOP PRIMARY MAIN	115.00				230.00
003226	HAWKINS INC.							
I-6659315	CHLORINE	R	3/14/2024			225877		
600 5-810-6501	TREATMENT MATERIALS		CHLORINE	1,572.57				1,572.57
000738	IOWA DEPARTMENT OF REVENUE & F							
I-202403124363	PROPERTY TAX 2023	R	3/14/2024			225878		
630 5-820-64181	PROPERTY TAXES		PROPERTY TAX 2023	325.50				325.50
000591	LIGHTING MAINTENANCE							
I-14505	MOTOR FIX	R	3/14/2024			225879		
600 5-810-6520	OTHER CONTRACTED SERVICES		MOTOR FIX	678.11				678.11
001605	METERING & TECHNOLOGY SOLUTION							
I-INV4545	TWIST TIGHT WIRE	R	3/14/2024			225880		
600 5-810-63711	OPERATING SUPPLIES & MATERIAL		TWIST TIGHT WIRE	120.40				120.40

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002711	NAPA AUTO PARTS							
I-263688	UNIT 31 FILTERS	R	3/14/2024			225881		
630 5-820-6332	VEHICLE MAINTENANCE	UNIT 31 FILTERS		48.98				
I-264705	UNIT 45 FILTERS	R	3/14/2024			225881		
600 5-810-6332	VEHICLE MAINTENANCE	UNIT 45 FILTERS		48.98				97.96
000323	NORTH SCOTT PRESS							
I-202403134376	UTILITY	R	3/14/2024			225882		
630 5-820-6414	PUBLISHING	UTILITY		187.85				187.85
001984	OLSON, TATE							
I-202403124365	ENERGY CONFERENCE REIMBURSE	R	3/14/2024			225883		
630 5-820-6240	TRAVEL AND CONFERENCES	ENERGY CONFERENCE RE		273.80				273.80
001677	PLEASANT VALLEY REDI-MIX INC							
I-63315	4000 COMM ECT	R	3/14/2024			225884		
600 5-810-63711	OPERATING SUPPLIES & MATERIAL	4000 COMM ECT		725.50				725.50
002992	POWELL, JACOB							
I-202403124367	SWEATSHIRT REIMBURSE	R	3/14/2024			225885		
600 5-810-6181	CLOTHING ALLOWANCE	SWEATSHIRT REIMBURSE		21.39				21.39
000935	RESCO							
I-3024534	CROSSARM FIBERGLASS	R	3/14/2024			225886		
630 5-820-6507	OPERATING SUPPLIES & MATERIALS	CROSSARM FIBERGLASS		1,440.00				1,440.00
002773	JACOB ROWE							
I-202403124368	IAMU ENERGY CONFERENCE REIMBUR	R	3/14/2024			225887		
630 5-820-6240	TRAVEL AND CONFERENCES	IAMU ENERGY CONFEREN		273.00				273.00
001982	SHARED IT INC							
I-11457U	IT SERVICES	R	3/14/2024			225888		
600 5-810-6373	TELEPHONE & INTERNET	IT SERVICES		142.40				
630 5-820-6373	TELEPHONE & INTERNET	IT SERVICES		142.40				284.80
000418	SKARSHAUG TESTING LAB							
I-275553	GLOVES	R	3/14/2024			225889		
630 5-820-6457	SAFETY TESTING	GLOVES		665.10				665.10
002897	STAPLES							
I-3561259495	ADMIN SUPPLIES -WATER DEPT	R	3/14/2024			225890		
600 5-810-6506	OFFICE SUPPLIES	ADMIN SUPPLIES -WATE		42.43				42.43

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003900	TYLER TECHNOLOGIES							
I-025-456205U	INCODE LICENSE&MAINTENANCE FEE	R	3/14/2024			225891		
630 5-820-6319	COMPUTER MAINTENANCE			876.62				876.62
000033	WELLMARK BLUE CROSS							
I-240710020024U	ACTIVE INSURED EMPLOYEES	R	3/14/2024			225892		
600 5-810-6150	GROUP INSURANCE			2,314.73				
630 5-820-6150	GROUP INSURANCE			4,563.05				6,877.78
000492	WHITE ROOFING CO. INC.							
I-41433	CRANE RENTAL	R	3/14/2024			225893		
600 5-810-6520	OTHER CONTRACTED SERVICES			1,045.00				1,045.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	31	23,729.58	0.00	23,729.58
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	210.27	0.00	210.27
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
600 5-810-6150	GROUP INSURANCE	2,371.93
600 5-810-6181	CLOTHING ALLOWANCE	21.39
600 5-810-6332	VEHICLE MAINTENANCE	48.98
600 5-810-6371	UTILITIES	211.65
600 5-810-63711	OPERATING SUPPLIES & MATERIAL	845.90
600 5-810-6373	TELEPHONE & INTERNET	421.66
600 5-810-6411	LEGAL SERVICES-GENERAL	941.88
600 5-810-6420	MAPPING	115.00
600 5-810-6501	TREATMENT MATERIALS	1,572.57
600 5-810-6506	OFFICE SUPPLIES	79.92
600 5-810-6520	OTHER CONTRACTED SERVICES	4,190.80
	*** FUND TOTAL ***	10,821.68
630 2033	DEPOSIT REFUNDS PAYABLE	293.93
630 5-820-6150	GROUP INSURANCE	4,716.12
630 5-820-6240	TRAVEL AND CONFERENCES	546.80

VENDOR SET: 01 City of Eldridge
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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
630 5-820-6310	B & G MATERIAL	362.50
630 5-820-6319	COMPUTER MAINTENANCE	876.62
630 5-820-6332	VEHICLE MAINTENANCE	48.98
630 5-820-6373	TELEPHONE & INTERNET	635.40
630 5-820-6411	LEGAL SERVICES-GENERAL	2,825.62
630 5-820-64131	PROJECT SHARE REMITTANCE	54.00
630 5-820-6414	PUBLISHING	187.85
630 5-820-64181	PROPERTY TAXES	325.50
630 5-820-6420	MAPPING	115.00
630 5-820-6457	SAFETY TESTING	665.10
630 5-820-6507	OPERATING SUPPLIES & MATERIALS	1,440.00
630 5-820-6601	MISC. ADMINISTRATION	24.75
	*** FUND TOTAL ***	13,118.17

VENDOR SET: 01	BANK: 00	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			33	23,939.85	0.00	23,939.85
BANK: 00	TOTALS:		33	23,939.85	0.00	23,939.85
REPORT TOTALS:			33	23,939.85	0.00	23,939.85

BOARD OF TRUSTEES OF THE ELDRIDGE ELECTRIC & WATER UTILITY

To: Board of Trustees

From: Jacob Rowe, Utility Manager

Re: Tax Withholding

Date: March 13th, 2024

Mr. Powell started his employment with the water department on January 23rd, 2023. On his W-4 application, he asked that an extra \$15 be withheld for each pay period. While entering this information into the software, Clerk Jody Coffman mistakenly added it as a \$15 flat rate. This caused Mr. Powell's withholdings to only be \$15 per pay period. It was recently brought to Mr. Powell's attention while filing his 2023 tax return that this mistake had occurred. He is now being penalized \$111.00 by the IRS for insufficient withholding. He also owes the IRS \$3,318.00 which he and his wife had not planned for. He is asking that the Board consider paying the \$111.00 penalty. He would also appreciate it if the Board would consider assisting him with the unexpected \$3,318.00, which he and his wife now owe the IRS.

Jacob Rowe

Utility Manager

BOARD OF TRUSTEES OF THE ELDRIDGE ELECTRIC & WATER UTILITY

To: Board of Trustees

From: Jacob Rowe, Utility Manager

Re: PCA

Date: March 13th, 2024

The electric department's expenses needed to calculate the second quarter PCA came in at \$311,683 or 3.430¢/kWh. This is \$0.311¢/kWh under the base PCA rate. The electric department is anticipating distributing \$25,299 in credits back to its customers in Q2 of 2024.

This will be the first credit issued back to customers since the first quarter of 2022 which was set at 1.463¢/kWh. The electric department distributed \$139,000 back to the customers during that period.

Jacob Rowe
Utility Manager

305 E. Franklin
Eldridge, IA 52748

Friday, March 8, 2024

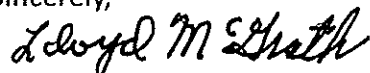
To whom it may concern,

My name is Lloyd McGrath, and I am a resident of Eldridge and will have lived here for 55 years in July. I recently moved to Grand Haven because I couldn't stay in my home any longer with the stairs. I have a walker now that I use full time. I do still own my old home at 515 N. 5th St. and had intended to put it on the market this Spring. When I received the January water bill, I noticed that it was very high. At that point I had someone go check on the house and found out that a pipe had burst. At that point on the Saturday, February 3rd we shut off the water. I had called in about my bill and the issue and was told to write this letter. The 1st bill I received that made me aware of the issue was the 12/23-1/23 period and the bill was for ~\$175. This is what I'd originally intended to be writing you about but didn't get a chance before I received the 2nd bill after the issue was identified and it was for \$448.77. This would be the bill that was for the period of 1/24 - 2/23. The confusion I have here is that I shut the water off on 2/3 so it would have only been running from 1/24 to 2/3 on this 2nd bill but it was more than double the 1st bill. I am elderly man and live on a fixed income so as you can imagine this is hard for me.

When I first identified my issue, I contacted the water department, and they connected me to Jacob. Jacob stated that my water meter was old and leaking and that's the only thing that I can think of that may have impacted these readings. My home was built in 1965 and Jacob said b/c it's so old he didn't know if they'd have the parts to fix it. I had understood that Jacob was going to connect with the plumbers who were going to fix the water meter, but I don't know if that happened right away.

I am asking the board to consider waiving these higher bills for me making them what I typically pay as this is an issue that was out of my control and the 2nd bill period doesn't make sense to me. I don't know if that reading is wrong or how with only having 11 days on that 2nd bill that it amounted to the \$448.77. Thanks in advance for your consideration of my case. I appreciate you time.

Sincerely,



Lloyd McGrath
C#: 563-370-1661

BOARD OF TRUSTEES OF THE ELDRIDGE ELECTRIC & WATER UTILITY

To: Board of Trustees

From: Jacob Rowe, Utility Manager

Re: Jacob Powell -Grade 1 Treatment License

Date: March 13th, 2024

Jacob Powell started his employment with the water department as a Water Treatment Operator in January of 2023. All Operators are expected to receive a grade 1 and grade 2 treatment operator certificate from the Iowa DNR within two years from the date of hire. Mr. Powell received his grade 1 certificate on March 11th, 2024. A 3% pay incentive is given upon completion of each treatment certificate. Currently, Mr. Powell's hourly pay scale is \$27.45. A 3% increase would move his pay to \$28.33. It is recommended that Mr. Powell be given this pay increase retroactive to March 11th, 2024.

Jacob Rowe
Utility Manager