

ELDRIDGE ELECTRIC AND WATER UTILITY BOARD

January 28th, 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 January 14th, 2025**

5. Financial & Administrative
 - A. **Consideration to Approve Bills Payable**
 - B. **Consideration of Resolution 2025-03 E&W Approving changes to the regularly scheduled meeting dates for the 2025 calendar year**
 - C. Department Update

6. Electric Department
 - A. Outages
 - B. Department Update – Collin Wilson

7. Water Department
 - A. **Water Main Breaks**
 - B. Update from Lenny Larson – ISG Engineering
 - C. **Consideration to approve Resolution 2025-02 E&W Setting a Public Hearing Date to review plans and specifications for the proposed 16th Avenue Water Tower Reconditioning project**
 - D. Discussion and possible consideration to approve 16th Ave Water Tower Rehab design
 - E. Department Update – Cegan Long

8. Adjournment

NEXT REGULAR MEETING: Tuesday, February 4th, 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 January 14, 2025, at Eldridge City Hall.

The board members present were Michael Bristley, Abby Petersen, Jeff Hamilton, and Mark Gooding. Racheal Padavich was present via telephone. Also present were Julie Daniels, Cegan Long, Collin Willson, Ryan Iossi, Nevada Lemke, and Sadie Wagner.

Public Comment – none.

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

Motion by Hamilton to approve Utility Board Minutes from December 17, 2024. Second by Gooding. All Ayes. Motion Carries.

Financial & Administrative-

- A. Motion by Petersen to Approve Bills Payable in the amount of \$284,857.16. Second by Hamilton. All Ayes. Motion Carries.
- B. Motion by Gooding to approve Resolution 2025-01 E&W Naming Authorized Depositories amending the First Central limit to 13 million. Second by Petersen. All Ayes. Motion Carries.
- C. Motion by Petersen to approve Utility Billing Procedures Manual. Second by Hamilton. All Ayes. Motion Carries.
- D. Motion by Gooding to approve Service Agreement with MCOA to manage debt collections. Second by Petersen. All Ayes. Motion Carries.
- E. Department Update— Given by City Administrator Nevada Lemke - The website proposal was approved with a price decrease, and the kick-off will start next week on the 23rd. The website team will be down visiting the city staff and conducting surveys. At the Utility Board's February meetings, the budget discussion for Electric and Water will be brought for approval to get it to the City Council before March so it can be sent to the state for approval.

Electric Department

- A. Outages – none.
- B. Motion by Petersen to authorize the sale of surplus equipment to include a 2010 Chevy Silverado 1500HD truck and a 2014 Ford 250 truck. Second by Hamilton. All Ayes. Motion Carries.

- C. Department update – Given by Line Foreman Collin Wilson - Right after Christmas, the crew completed the school cutover at Alan Shepard in Long Grove. The first initial budget discussion was had with administration. The crew has been completing new service installations and taking inventory of what they have in stock. Wilson stated he would be gone the rest of the week to complete a Superintendent/Line Foreman’s meeting through IAMU in Ankeny.

Water Department

- A. Water Main Breaks - none
- B. Water Test Results- Bac-T passed, and fluoride is at a standard.
- C. Motion by Petersen to approve Superintendent Job Description and Base Wage. Second by Hamilton. All Ayes. Motion Carries.
- D. Consideration to approve the use of PVC for watermains, subject to the passage of an Ordinance amendment by the City Council, was tabled.
- E. Department Update – Given by Water Operator Cegan Long - The new water operator started on January 2nd and is doing well. HVAC is still giving them trouble, and Baker Group is coming tomorrow to provide more interface to the program they implemented. The flap for the intake is open too far and takes so much outside air that the return air, after mixing, isn’t heating the building. They are currently maintaining 60° and using the industrial heater until they figure out the set points. The tier two volatile annual report has been submitted. The annual water use report has also been submitted with a result of 218 million gallons used in 2024, which is 7 million gallons less than in 2023. The EPA released a new report for high-risk chemicals, one of which is vinyl chloride, which is heavily used in plastic production. Most of the substances listed are already being tested in the city’s water, and they will keep an eye on that to ensure none of these things are in the drinking water. The water operators are going to a trenching and shoring training in March. KLM Engineering inspected the old tower for the US Cellular tower update and will send the full report by Friday.

Motion by Petersen to adjourn the meeting at 5:51 p.m. Second by Hamilton. All Ayes. Motion Carries.

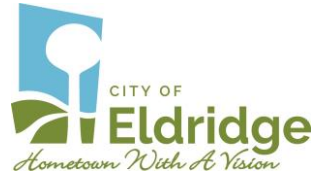
Sadie Wagner

Utility Administrative Manager

BILLS PAYABLE

CHECK #	DEPT	FUND	VENDOR	DESCRIPTION	FREQUENCY	AMOUNT
1113	ELECTRIC	630 5-820-6503	CENTRAL MUNICIPAL POWER	ENERGY SCHEDULING SVCS	MONTHLY	\$ 115,750.17
1114	INS REIMB	821 5-630-6184	EBS - EMPLOYEE BENEFIT SYSTMS	PSF INS CLAIM FUNDING	WEEKLY	\$ 77.61
1114	INS REIMB	821 5-630-6184	EBS - EMPLOYEE BENEFIT SYSTMS	PSF INS CLAIM FUNDING	WEEKLY	\$ 86.36
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
226516	ELECTRIC	630 5-820-6340	ACCESS SYSTEMS LEASING	SHOP - COPIER LEASE	MONTHLY	\$ 100.86
226516	ELECTRIC	630 5-820-6340	ACCESS SYSTEMS LEASING	CITY HALL - COPIER LEASE	MONTHLY	\$ 175.87
226517	WATER	600 5-810-6373	VERIZON WIRELESS	CELLULAR SVCS	MONTHLY	\$ 103.67
226517	ELECTRIC	630 5-820-6373	VERIZON WIRELESS	CELLULAR SVCS	MONTHLY	\$ 169.42
226518	ELECTRIC	630 5-820-6310	ACCESS SYSTEMS LEASING	SHOP - COPIER LEASE	MONTHLY	\$ 100.86
226518	ELECTRIC	630 5-820-6340	ACCESS SYSTEMS LEASING	CITY HALL - COPIER LEASE	MONTHLY	\$ 175.87
226519	WATER	600 5-810-63711	AMAZON CAPITAL SVCS	SAMPLE STATION HOSES	AS NEEDED	\$ 149.40
226519	WATER	600 5-810-6506	AMAZON CAPITAL SVCS	OPERATOR CERT FRAMES	AS NEEDED	\$ 47.40
226519	ELECTRIC	630 5-820-65061	AMAZON CAPITAL SVCS	LAPTOP TOTE BAG	ONE TIME	\$ 49.99
226520	ELECTRIC	630 5-820-6310	CINTAS CORPORATION	CLEANING SVCS - MATS	MONTHLY	\$ 53.98
226521	WATER	600 5-810-6506	CINTAS FIRST AID/SFTY	RESTOCK 1ST AID	MONTHLY	\$ 7.16
226522	ELECTRIC	630 5-820-64131	COMM ACTN ESTRN IA	PROJECT SHARE	MONTHLY	\$ 54.00
226523	WATER	603 5-810-6727	BOBCAT, INC.	SOIL CONDITIONER	ONE TIME	\$ 11,401.72
226524	ELECTRIC	630 5-820-6560	FLETCHER-REINHARDT CO.	TRANSFORMER 600V/500VA	AS NEEDED	\$ 337.05
226525	WATER	600 5-810-6501	HAWKINS INC.	CHORINE CYLINDERS	MONTHLY	\$ 1,619.73
226526	WATER	604 5-810-6407	ISG I&S GROUP INC.	16TH AVE TOWER RECON	PROJECT BASED	\$ 3,268.59
226527	WATER	600 5-810-6560	ITRON	SOFTWARE MAINTENANCE	AS NEEDED	\$ 1,113.41
226527	ELECTRIC	630 5-820-6727	ITRON	SOFTWARE MAINTENANCE	AS NEEDED	\$ 1,113.42
226528	WATER	600 5-810-6181	JK INDUSTRIES/GT SPORTS	FR SHIRTS	AS NEEDED	\$ 120.00
226529	WATER	600 5-810-63711	MENARDS	TRASH CAN/CONT BAGS/LAD HOOK	AS NEEDED	\$ 98.70
226530	ELECTRIC	630 5-820-6310	MERSCHMAN HARDWARE	INT DETAILER/AIR FRESHNER	AS NEEDED	\$ 12.98
226530	ELECTRIC	630 5-820-6310	MERSCHMAN HARDWARE	ARMOR ALL	AS NEEDED	\$ 10.99
226530	ELECTRIC	630 5-820-6310	MERSCHMAN HARDWARE	KEY SARGENT	AS NEEDED	\$ 3.70
226530	ELECTRIC	630 5-820-6504	MERSCHMAN HARDWARE	SHARPEN CHAIN SAW BLADES	AS NEEDED	\$ 50.00
226531	WATER	600 5-810-63711	MSTS RECIEVABLES LLC	MISC SHOP SUPPLIES	AS NEEDED	\$ 664.15
226532	WATER	600 5-810-6332	NAPA AUTO PARTS	AIR/ENGINE OIL FILTER	AS NEEDED	\$ 63.36
226532	WATER	600 5-810-6332	NAPA AUTO PARTS	FLEET PADS	AS NEEDED	\$ 98.14
226532	ELECTRIC	630 5-820-6332	NAPA AUTO PARTS	ENGINE OIL FILTER	AS NEEDED	\$ 8.44
226533	WATER	600 5-810-63711	PLUMB SUPPLY	GLOVES/TUBE CUTTER/TOOLS	AS NEEDED	\$ 295.81
226534	ELECTRIC	630 5-820-6310	RAGAN MECHANICAL	BSMNT FLR DRAIN BACKUP	PROJECT BASED	\$ 478.00
226535	WATER	600 5-810-6420	SAM LLC	GIS SVCS - JAN/JUNE 25	BI-ANNUALLY	\$ 450.00
226535	ELECTRIC	630 5-820-6420	SAM LLC	GIS SVCS - JAN/JUNE 25	BI-ANNUALLY	\$ 450.00
226536	WATER	600 5-810-6373	SHARED IT INC	ANNUAL CLOUDBERRY LIC FEE	ANNUALLY	\$ 14.00
226536	ELECTRIC	630 5-820-6373	SHARED IT INC	ANNUAL CLOUDBERRY LIC FEE	ANNUALLY	\$ 14.00
226537	WATER	600 5-810-6407	TRI-CITY ELECTRIC CO	SCADA PROJECT	PROJECT BASED	\$ 738.60
226538	ELECTRIC	630 5-820-6319	TYLER TECHNOLOGIES	TRANSACTION FEES	MONTHLY	\$ 1,195.00
226539	ELECTRIC	630 5-820-6508	U.S. POST OFFICE	FEE RENEWAL	ANNUALLY	\$ 175.00
226540	WATER	600 5-810-63711	USA BLUE BOOK	FLUORIDE TESTING	AS NEEDED	\$ 361.79
226540	WATER	600 5-810-63711	USA BLUE BOOK	SAMPLE BOTTLES	AS NEEDED	\$ 89.83
226541	WATER	600 5-810-6560	VAN WERT INC	RADIOS AND METERS	AS NEEDED	\$ 3,402.14
226542	WATER	600 5-810-6373	VERIZON WIRELESS	CELLULAR SVCS	MONTHLY	\$ 103.67
226542	ELECTRIC	630 5-820-6373	VERIZON WIRELESS	CELLULAR SVCS	MONTHLY	\$ 169.42
226543	WATER	600 5-810-6331	WEX BANK	FUEL PURCHASES	MONTHLY	\$ 261.42
226543	ELECTRIC	630 5-820-6331	WEX BANK	FUEL PURCHASES	MONTHLY	\$ 250.72
ACH	SPLIT	SPLIT	PAYROLL 1/18	PAYROLL 1/18	BI-WEEKLY	\$ 25,378.86
TOTAL:						\$ 171,134.48

CREDIT CARDS					
DEPT	EMPLOYEE	FUND	VENDOR	DESCRIPTION	AMOUNT
WATER	BRYSON STYMIEST	600-5-810-6181	FROGGS TOGGS	CHEST WADERS FOR MAIN BREAKS - STYMIEST	\$127.19
WATER	CEGAN LONG	600-5-810-63711	FARM & FLEET	ROTARY HAMMER DRILL & DRILL BITS	\$375.43
WATER	CEGAN LONG	600-5-810-6181	FROGGS TOGGS	MAIN BREAK WADERS	\$127.19
WATER	CEGAN LONG	600-5-810-6181	MUCKBOOT COMPANY	2 PR WORK BOOTS - LOUSSAERT	\$219.35
ELECTRIC	COLLIN WILSON	630-5-820-6230	IAMU	UTILITY LEADERSHIP CONFERENCE 1/15 - 1	\$425.00
ELECTRIC	DALTON EAGLE	630-5-820-6181	RILCO SAFETY SUPPLY	FR JEANS	\$94.16
ELECTRIC	DEVIN GHEER	630-5-820-6507	FARM & FLEET	BATTERY - REAR LOT MACHINE	\$165.84
ELECTRIC	DEVIN GHEER	630-5-820-6332	TEMPO MARINE & SPORTS	CABLE STRAP FOR DOOR ON CAN-AM	\$10.26
ELECTRIC	DEVIN GHEER	630-5-820-6332	TEMPO MARINE & SPORTS	SIDE MIRROR FOR SIDE-BY-SIDE	\$245.85
WATER	NEVADA LEMKE	600-5-810-6213	YMCA/IA MISS VALL	Y@ WORK - 1 WATER EMP X 5 MONTHS	\$100.00
ELECTRIC	SADIE WAGNER	630-5-820-6419	GRAMMARLY	ANNUAL SOFTWARE SUBSCRIPTION FEE	\$144.00
ELECTRIC	SADIE WAGNER	630-5-820-6230	IAMU	2025 IAMU ENERGY CONFERENCE	\$275.00
ELECTRIC	SADIE WAGNER	630-5-820-6230	IAMU	DUPLICATE CHARGE - REFUND BEING PROC	\$275.00
CREDIT CARDS:					\$2,584.27
BILLS PAYABLE:					\$171,134.48
GRAND TOTAL:					\$173,718.75



Resolution 2025-03 E & W

A Resolution Approving Changes To The Regularly Scheduled Meeting Dates For The 2025 Calendar Year.

WHEREAS, The Utility Board holds their regularly scheduled meetings on the first and third Tuesday of the month, and;

WHEREAS, The Utility Board wishes to make changes to the scheduled meeting dates for the 2025 calendar year.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE ELDRIDGE ELECTRIC AND WATER UTILITY:

1. The regularly scheduled meeting on March 18th, 2025, will be moved to March 25th, 2025.

PASSED AND APPROVED THIS 28th DAY OF January 2025.

ATTEST:

Michael Bristley, Chairman

Rachael Padavich, Secretary

Resolution 2025-02 E&W

A RESOLUTION SETTING THE DATE OF A PUBLIC HEARING TO REVIEW THE PLANS SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE 16TH AVENUE WATER TOWER PROJECT AND THE TAKING OF BIDS THEREFOR

WHEREAS, the Utility Board of Trustees of the City of Eldridge, Iowa is a duly appointed governing board under Iowa Code Chapter 388 in the City of Eldridge, Iowa, within Scott County; and

WHEREAS, the State of Iowa under Iowa Code Section 26.12 requires cities to hold a public hearing prior to approving plans, specifications, form of contract, and cost estimates for public improvement projects; and

WHEREAS, it has been proposed that the Utility Board of Trustees of the City of Eldridge, Iowa (the “City”), undertake the authorization of a public improvement to be completed as described in the proposed plans and specifications and form of contract prepared by ISG, Inc. (the “Project Engineers”), which may be hereinafter referred to as the “16th Avenue Water Tower Reconditioning Project” (and is sometimes hereinafter referred to as the “Project”), which proposed plans, specifications, notice of hearing and letting, and form of contract and estimate of cost (the “Contract Documents”) are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of a public hearing on the Contract Documents and to advertise for sealed bids for the Project;

NOW, THEREFORE, BE IT RESOLVED by the Utility Board of Trustees of the City of Eldridge, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby approved in their preliminary form.

Section 2. The Project is hereby determined to be necessary and desirable for the City, and, furthermore, it is hereby found to be in the best interests of the City to proceed toward the completion of the Project.

Section 3. That a public hearing shall be held on March 4th, 2025 at 5:00 p.m. at Eldridge City Hall Council Chambers to review the Contract Documents.

Section 4. That the City Clerk and/or Project Engineers are hereby authorized and directed to publish proper notice of this public hearing in the North Scott Press not less than 4 nor more than 20 days prior to the date of the public hearing in accordance with state law.

Section 5. The Utility Board of Trustees of the City of Eldridge, Iowa hereby delegates to the City Clerk the duty of receiving bids for the completion of the Project before 10:00 a.m., on February 27th, 2025, in the Council Chambers at City Hall, Eldridge, Iowa. At such time and place, the Utility Board of Trustees of the City of Eldridge, Iowa hereby delegates to the City Clerk and/or the Project Engineers the duty of opening and announcing the results of the bids received. March 4th, 2025, at 5:00pm, in the Council Chambers at City Hall, in the City, is hereby fixed as the time and place that the Utility Board of Trustees of the City of Eldridge, Iowa will consider the bids received by the City Clerk in connection therewith.

Section 6. The City Clerk and/or the Project Engineers are hereby authorized and directed to publish proper notice of the bid letting for the Project by posting notice (the "Notice to the Bidders") at least once, not less than 13 and not more than 45 days prior to the bid letting, in accordance with state law, in each of the following 4 places: (i) in a relevant contractor plan room service with statewide circulation; (ii) in a relevant Construction Lead Service with statewide circulation; (iii) on an internet site sponsored by either the City or a statewide association that represents the City; and (iv) by publication in the local newspaper "North Scott Press".

PASSED AND APPROVED this 28th day of January, 2025.

ATTEST:

Michael Bristley, Chairman

Rachael Padavich, Secretary

_____ Ayes

_____ Nays