

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

**Tuesday, April 2, 2024**

**5:00 pm**

**City Hall, 305 N. 3<sup>rd</sup> Street**

1. Call to Order
2. Public Comment
3. Approval of the Agenda
4. Approval of Minutes from March 19<sup>th</sup>,2024 and Special Meeting March 27<sup>th</sup>,2024
5. Administrative
  - A. Old Business
    - a. Policies and Procedures for Board of Trustees and Its organization
    - b. Orientation for Board of Trustees
    - c. Review of Employee Handbook
6. Financial
  - A. Consideration to Approve Bills Payable
  - B. Consideration to Approve Resolution 2024-07 E & W
7. Electric Department
  - A. Department Update – Collin Wilson
8. Water Department
  - A. Department Update – Collin Wilson
9. Adjournment

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 March 20, 2024, at Eldridge City Hall.

Board members present were Paula Steward, Jeff Hamilton, Jim Skadal, and Craig Gehrls via phone. Barb O'Brien was absent. 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, Mark Rildofi, Collin Wilson, Tate Olsen, Ryan Iossi, Seth Porter, and Bill Tubbs. Attorneys John Lande and Nichole Proesch from Dickerson, Bradshaw, Fowler & Hagen, P.C. attended via phone.

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

Motion by Steward, second by Hamilton to approve the agenda. All ayes.

Motion by Steward, second by Hamilton to approve the minutes from February 29, 2024, March 4, 2024, and March 5, 2024. All Ayes.

ADMINISTRATION- Attorney John Lande gave an update of what his law firm was hired to do for the Board of Trustees. After his update it was asked if the Board wanted to go into closed session per 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." The Board felt they did not need to go into a closed session.

The Board was updated on a few changes to the FY 24-25 Budget. After a discussion Steward made a motion to approve the FY 24-25 Budget, second by Hamilton. All ayes.

There was a discussion too consider retaining Dickerson, Bradshaw, Fowler & Hagen, P.C. to establish policies and procedures for the Board of Trustees and its organization. There was a discussion and Gehrls felt he would like an example of other policies and procedures that the law firm has done before deciding to move forward. Steward made a motion to table retaining Dickerson, Bradshaw, Fowler & Hagen, P.C. to establish policies and procedures for the Board of Trustees and its organization, until they can get an example. Second by Gehrls. All ayes.

A discussion was held to consider hiring Dickerson, Bradshaw, Fowler & Hagen, P.C. to perform an orientation for the Board of Trustees. Gehrls also felt he wanted more information on this before moving forward. Steward made a motion to table hiring Dickerson, Bradshaw, Fowler & Hagen, P.C. to perform an orientation for the Board of Trustees, until they see an example of their work, second by Gehrls. All ayes.

The Board held a discussion to consider hiring Dickerson, Bradshaw, Fowler & Hagen, P.C. to review and revise the Employee Handbooks. After the discussion, Steward made a motion to hire Dickerson, Bradshaw, Fowler & Hagen, P.C. to review and revise the Employee Handbooks, second by Hamilton. All ayes.

FINANCIAL – Motion by Skadal to approve bills payable in the amount of \$146,734.40, second by Hamilton. All ayes.

The Board considered approving a NTE Annual Premium of \$107,000 for General Liability and Workers' Compensation Insurance. Seth Porter was called on to explain why there is a change in the carrier, how the rate is calculated, if an EIN number would help and answer any questions that the Board had. Steward made a motion to approve an annual premium NTE \$107,000, second by Gehrls. All ayes.

Rowe made the Board aware of a clerical error in J. Powell's withholding tax. The Board discussed ways to assist Powell in paying the taxes owed because of this error. Steward made a motion for the General Manager to work with legal counsel to write up a contract, second by Hamilton. All ayes.

ELECTRIC – Rowe gave an update on the PCA. The 2<sup>nd</sup> Quarter PCA will be a credit of \$0.00311. This is the first credit since the first quarter of 2022.

Department update: Bortec did three bores so the crew can correct a violation that was given from IUB.

WATER- The Board was contacted by a resident that had a pipe break during the cold snap in January. He was requesting help with his water portion of his bill. The board discussed the bill. Steward made a motion to table a decision until Billing Clerk Coffman contacts the resident to see if he filed a claim with his insurance company, second by Hamilton. All ayes.

The Board was made aware that J. Powell passed his Grade 1 Water Treatment Operator on March 11, 2024. Having achieved this certification J. Powell is eligible for a 3% pay increase from \$27.45 to \$28.33, effective March 3, 2024. Gehrls made a motion to approve the pay increase, second by Steward. All ayes.

Department update: Well 3 repairs have begun. We are waiting for results on why the motor failed. Bids have been received for the repair.

Motion by Steward to adjourn the meeting at 6:19 P.M., second by Hamilton. All ayes.

A special meeting of the Board of Trustees of the Eldridge Electric and Water Utility was called to order at 4:16 pm on March 27, 2024, at the Water Treatment Facility.

Board members present were in person Paula Steward and Jeff Hamilton. Via phone Barb O'Brien and Craig Gehrls. Jim Skadal and Brock Kroeger were sitting in the gallery and abstained from voting. Visitors Jacob Rowe, Jody Coffman, Tate Olson, Maria Olson, Collin Wilson, Ryan Iossi, Scott Campbell, Frank King, Nevada Lemke, Mark Rildolfi, and Jeff Martens. Attorneys John Lande and Nicole Proesch from Dickerson, Bradshaw, Fowler, and Hagen via phone.

The Board did not approve the agenda because of a statement made by the Mayor before the meeting started.

No public comment.

Steward brought forth the discussion of the recent actions of the City purporting to place the Utility Manager and Billing Clerk on paid leave and the removal of a Board Trustee. The Board then considered going into a closed session 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." O'Brien made a motion to move into a closed session, seconded by Hamilton. Roll call vote Hamilton yes, Gehrls no, O'Brien yes, Steward yes. Motion failed.

Steward addressed the Board on the importance of agenda item 11. Authorize legal counsel to engage with the City regarding recent actions involving administrative leave and investigations and 12. Authorize legal council to obtain quotations for investigation of city allegations.

Steward made a motion to table agenda items 6, 7, 8, 9, and 10 to revisit at a later date, second by O'Brien. Roll call vote O'Brien aye, Hamilton aye, Gehrls aye, and Steward aye. Motion passed.

Steward made a motion to approve agenda items 11 and 12, seconded by O'Brien. J. Lande addressed the Board that they are allowed to authorize for legal council to get quotes from third-party investigators to investigate the claims by the City against employees to be paid by the Board. He also explained that approving number 11 would allow the Utility manager who was hired by the Utility Board to have a legal counsel present when engaging with the City. After a discussion, the Board did not move forward with this motion.

Steward made a motion to approve agenda item 12, seconded by O'Brien. Roll call vote Hamilton aye, O'Brien aye, Steward aye, and Gehrls aye. Motion passed.

Steward made a motion to authorize legal counsel to obtain quotes for an investigation by a third party, seconded by O'Brien. Roll call vote Hamilton aye, Gehrls aye, O'Brien aye, and Steward aye. Motion passed.

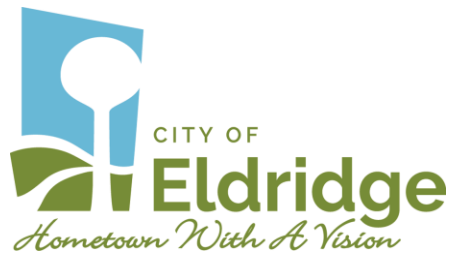
Steward read a statement explaining why the agenda was amended.

O'Brien made a motion to adjourn the meeting at 4:52, seconded, by Hamilton. All ayes.

Respectfully submitted by,  
Paula Steward Trustee

BILLS PAYABLE

WATER	600 5-810-6150	DELTA DENTAL	LTD PREMIUMS	\$65.25
WATER	600 5-810-6150	DELTA DENTAL	LIFE INS PREMIUMS	\$12.20
WATER	600 5-810-6150	DELTA DENTAL	DELTA DENTAL PREMIUMS	\$223.92
WATER	600 5-810-6213	ADP INC	TIME & ATTENDANCE	\$34.80
WATER	600 5-810-6213	IA ASSN. MUNICIPAL UTIL.	MEMBER DUES MARCH24-FEB25	\$1,104.00
WATER	600 5-810-6230	QC ANALYTICAL SERVICES LLC	WATER CONFERENCE	\$150.00
WATER	600 5-810-6310	MERSCHMAN HARDWARE	HYDRANT SPRAY PAINT	\$23.97
WATER	600 5-810-6331	WEX BANK	FUEL	\$399.12
WATER	600 5-810-6371	MIDAMERICAN ENERGY COMPANY	401 S 16TH AVE GENERATOR	\$13.39
WATER	600 5-810-6371	MIDAMERICAN ENERGY COMPANY	853 N 1ST GENERATOR	\$12.74
WATER	600 5-810-6371	MIDAMERICAN ENERGY COMPANY	851N 1ST ST WELL 5	\$25.73
WATER	600 5-810-6371	MIDAMERICAN ENERGY COMPANY	503 W DONAHUE ST	\$357.00
WATER	600 5-810-6371	MIDAMERICAN ENERGY COMPANY	212 N 3RD ST	\$35.47
WATER	600 5-810-63711	VAN WERT INC	OPERATING SUPPLIES MATERIALS	\$2,408.94
WATER	600 5-810-6373	VERIZON WIRELESS	WIRELESS CELLULAR SERVICE	\$150.01
WATER	600 5-810-6408	PORTER INSURANCE	CYBER INS RENEWAL	\$626.38
WATER	600 5-810-6501	HAWKINS INC.	CHLORINE	\$50.00
WATER	600 5-810-6501	HAWKINS INC.	CHLORINE	\$1,601.57
WATER	600 5-810-6520	QUAD CITIES TAS	ANSWERING SERVICE	\$32.25
WATER	603 5-810-6727	TEMPO MARINE & SPORT	DEFENDER PRO - ATV	\$32,689.00
ELECTRIC	630 2033	SORENSEN AUSTIN	DEPOSIT RETURN	\$1.50
ELECTRIC	630 5-820-6150	DELTA DENTAL	LTD PREMIUMS	\$127.76
ELECTRIC	630 5-820-6150	DELTA DENTAL	LIFE INS PREMIUMS	\$25.80
ELECTRIC	630 5-820-6150	DELTA DENTAL	DELTA DENTAL PREMIUMS	\$271.26
ELECTRIC	630 5-820-6181	STRICKER GABE	CLOTHING ALLOWANCE	\$445.07
ELECTRIC	630 5-820-6310	CINTAS CORPORATION	CITY SHOP MATS	\$67.88
ELECTRIC	630 5-820-6310	CINTAS CORPORATION	CITY HALL & CHAMBERS MATS	\$45.11
ELECTRIC	630 5-820-6331	WEX BANK	FUEL	\$245.06
ELECTRIC	630 5-820-6332	TITAN MACHINERY	UNIT 48 FILTERS GASKET	\$653.22
ELECTRIC	630 5-820-6332	TITAN MACHINERY	UNIT 48	\$326.20
ELECTRIC	630 5-820-6340	ACCESS SYSTEMS LEASING	CITY SHOP COPIER LEASE	\$94.59
ELECTRIC	630 5-820-6371	MIDAMERICAN ENERGY COMPANY	120 E IOWA ST	\$254.11
ELECTRIC	630 5-820-6373	VERIZON WIRELESS	WIRELESS CELLULAR SERVICE	\$132.87
ELECTRIC	630 5-820-6408	PORTER INSURANCE	CYBER INS RENEWAL	\$626.41
ELECTRIC	630 5-820-64401	IA ASSN. MUNICIPAL UTIL.	MEMBER DUES MARCH24-FEB25	\$7,775.00
ELECTRIC	630 5-820-6450	BONDERMAN ALLEN J	MISO O FILINGS 23 RATE YEAR	\$1,960.00
ELECTRIC	630 5-820-6450	BORTEC INC	CONDUIT INSTALLS	\$6,506.15
ELECTRIC	630 5-820-6450	QUAD CITIES TAS	ANSWERING SERVICE	\$32.26
ELECTRIC	630 5-820-6508	US POSTAL SERVICE (CMRS-FP)	POSTAGE	\$1,000.00
INS SELF FUND	821 5-630-6184	EBS	CLAIM FUNDING	\$60.00
INS SELF FUND	821 5-630-6184	EBS	CLAIM FUNDING	\$5.00
SPLIT	SPLIT	PAYROLL 3/30/2024	PAYROLL 3/30/2024	\$30,254.14
ACH	ACH	MIDAMERICAN - WALTER	MIDAMERICAN - WALTER SCOTT	\$39,000.00
ACH	ACH	SCOTT MIDAMERICAN - LOUISE	MIDAMERICAN - LOUISE	\$50,000.00
ELECTRIC	630-5-820-6401	BOHNSACK & FROMMELT	2023AUDIT	\$16,000.00
WATER	600-5-810-6373	BOHNSACK & FROMMELT	2023 AUDIT	\$3,250.00
			TOTAL	\$199,175.13



## Resolution 2024-07 E & W

### A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS BOARD OF TRUSTEES OF ELDRIDGE ELECTRIC & WATER UTILITY

WHEREAS, Eldridge Electric & Water Utility has reviewed the transfer of funds budgeted FY 2023-2024; and

WHEREAS, Eldridge Electric & Water Utility wishes to approve the transfer of funds

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

That the City Clerk is hereby authorized to make the following transfers

- \$10,000 from Water Fund 600-5-810-6912 to Utility Fund 821-4-690-4-4830
- \$300,000 from Water Fund 600-5-810-6917 to Fund Water Fund 604-4-810-4-4830
- \$13,500 from Water Fund 600-5-810-6920 to City Fund 001-4-810-2-4713
- \$90,000 from Electric Fund 630-5-820-64132 to City Fund 001-4-820-2-4502
- \$30,000 from Electric Fund 630-5-820-6912 to Utility Fund 821-4-690-4-4830
- \$300,000 from Electric Fund 630-5-820-6920 to Electric Fund 636-4-820-4-4830

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF APRIL 2024

ATTEST:

\_\_\_\_\_  
/s/ Paula Steward, Utility Board Chairman

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/s/ Barb O'Brien, Board Trustee