

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 June 4, 2024, at Eldridge City Hall.

Board members present were Abby Petersen, Rachael Padavich, Jeff Hamilton, and Michael Bristley. Craig Gehrls was present via phone. Also, present Nevada Lemke, Jeff Martens, Mark Ridolfi, Keith Schneckloth, Collin Wilson, Cegan Long, Frank King, Allison Wright, and Sadie Wagner.

Public Comment – none

Motion by Gehrls to approve the Agenda. Second by Bristley . All Ayes. Motion Carries.

Motion by Padavich to approve Utility Board Meeting Minutes from June 4, 2024. Second by Hamilton. All Ayes. Motion Carries.

Financial –

A. Motion by Padavich to approve bills payable in the amount of \$211,098.95. Second by Bristley. All Ayes. Motion Carries.

Administrative –

- A. Department Update – Lemke stated that the city has a returning employee who filled the Water Operator position, Cegan Long. The city also hired Airanisha Overstreet to fill the Utility Billing Clerk at City Hall. She was the temp brought in by Robert Half. ISG will be present at the July 2nd meeting to give a presentation on the water tower reconditioning project planned for the spring of 2025 and to also present a proposal to do a preliminary engineering report on the full water distribution treatment system. She also stated that in either July or August, they would be meeting with Compass, who does the city’s energy scheduling services, to negotiate the contract between them and the city.
- B. Motion by Petersen to approve Resolution 2024-08 E&W Setting FY25 Wages & Salaries for Eldridge Electric & Water Utility employees. Second by Padavich. All Ayes. Motion Carries.
- C. Motion by Bristley to approve Resolution 2024-09 E&W Adopting the 2024 Eldridge Employee Handbook. Lemke stated there was one change made that was recently adopted by City Council in the communication provisions sections to change “personal device” to “city-issued device.” Bristley asked if when they decide on which position they choose regarding the Superintendent or Utility Manager, will the chain of command need to be updated in the handbook. Lemke stated they would update it based on whatever decision they made in regard to that leadership role. There is an opportunity that when they make that update there is an option to allow for either of those positions to exist. Padavich asked if once the Utility Board approved the Employee Handbook if it would then be handed out to all employees and be signed for acknowledgments. Lemke confirmed that it would be sent to all employees and there is an

acknowledgement page to sign. Padavich also asked if they update any section of the employee handbook, will the entire handbook have to be resent and signed again, or just the section updated? Lemke responded that once a year the city will do a full review of the handbook with the company that helped create it and every five years it will go to the board and the council for a review of any policy changes. Any amendments needed along the way could also be made and only that updated portion would be sent out. Second by Padavich. All Ayes. Motion Carries.

Electric Department –

- A. Outages – Lemke stated there was an outage on June 4th, 2024. Eldridge Electric service from MidAmerican was down. MidAmerican restored the power at 5:45 PM, 2,926 customers were affected. On June 13, 2024, there was a report of half power at 805 & 809 W Sheridan Dr at 12:30 PM. The main service run had gone bad, and a temporary line was installed until the damaged line could be fixed or replaced. Power was restored at 2:30 PM and four residents were affected.
- B. Department Update – Petersen asked if there is a closing for applicants for the Journeymen position. Lemke stated they have two for the Journeymen position and they had just discussed meeting them and bringing them in for a small interview to determine if they are candidates that would work well with the team. They then will determine from there if they will continue to leave that posting open. As of now, it is set to remain open pending filling the position.

Water Department-

- A. Consideration to approve replacement of WTP chlorine scale and display unit at a cost of \$3,674.60 from J&R Supply, Inc. Lemke stated that Bryson Stymeist had brought forward this quote because the display screen for those readings is starting to fade from what they currently have, and this update will also make sure this piece of equipment is compatible with SKATA for future use. Bristley asked for the turnaround time on receiving the equipment. Lemke stated she would have to look into the shipping time, but Stymeist stated he would be able to install the equipment once they received it. Bristley then asked if it is critical now, and Cegan Long responded that it is still fully functional. He also stated they had updated one prior to a newer scale and new interface and this would also be getting a new scale and interface. Peterson asked if J&R is the only quote we have received and Lemke responded that it is the only quote but like Cegan had stated this is not urgent and with the preliminary engineering report that will be done there may be an opportunity to find other pieces of equipment or know what we are looking at in the future, especially with the SKATA upgrade, there is no harm in holding off. The Board came to a consensus to make no motion on this resolution at this time.
- B. Department Update – Bristley asked about the process on HS Pump #4 and Well #3. Lemke stated they are both installed and back online.

Motion by Petersen to adjourn the meeting at 5:14 P.M., to go into Closed Session pursuant to Iowa Code 21.5(1) "To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session." For a Hearing for Appeal of Termination of Employment. Second by Bristley. Roll Call. All Ayes. Motion Carries.

Motion made by Bristley to resume open session at 6:00 P.M. Second by Padavich. All Ayes. Motion Carries.

Motion by Padavich to uphold the city's decision of the termination of the employee. Second by Gehrls. All Ayes. Motion Carries.

Motion by Bristley to adjourn the meeting at 6:02 PM. Second by Padavich. All Ayes. Motion Carries.

Sadie Wagner
Billing Clerk

| BILLS PAYABLE | | | | | | |
|---------------|-----------|----------------|------------------------------------|--|--------|---------------|
| CHECK # | DEPT | FUND | VENDOR | DESCRIPTION | AMOUNT | |
| 882 | WATER | 600 5-810-6150 | EBS EMPLOYEE BENEFIT SVCS | PARTIAL SELF FUNDING INS ADMIN FEES *MONTHLY | \$ | 39.13 |
| 882 | ELECTRIC | 630 5-820-6150 | EBS EMPLOYEE BENEFIT SVCS | PARTIAL SELF FUNDING INS ADMIN FEES *MONTHLY | \$ | 67.04 |
| 882 | INS REIMB | 821 5-630-6184 | EBS EMPLOYEE BENEFIT SVCS | PARTIAL SELF FUNDING INS ADMIN FEES *MONTHLY | \$ | 250.00 |
| 883 | INS REIMB | 821 5-630-6184 | EBS EMPLOYEE BENEFIT SVCS | PSF INSURANCE CLAIM FUNDING *WKLY | \$ | 1,493.31 |
| 884 | ELECTRIC | 630 5-820-6501 | MIDAMERICAN ENERGY COMPANY | LOUISA *MONTHLY | \$ | 45,000.00 |
| 885 | ELECTRIC | 630 5-820-6502 | MIDAMERICAN ENERGY COMPANY | WS-4 *MONTHLY | \$ | 15,000.00 |
| 226034 | ELECTRIC | 630 2033 | BARNETT BRENT | ACCOUNT DEPOSIT REFUND | \$ | 74.28 |
| 226035 | ELECTRIC | 630 2033 | BOYD KEYUNA | ACCOUNT DEPOSIT REFUND | \$ | 103.24 |
| 226036 | ELECTRIC | 630 2033 | BURGER NICOLETTE | ACCOUNT DEPOSIT REFUND | \$ | 96.25 |
| 226037 | ELECTRIC | 630 2033 | BUTLER JACOB | ACCOUNT DEPOSIT REFUND | \$ | 89.66 |
| 226038 | ELECTRIC | 630 2033 | DAVIS KASEY | ACCOUNT DEPOSIT REFUND | \$ | 26.24 |
| 226039 | ELECTRIC | 630 2033 | FERNANDEZ ANTONIO | ACCOUNT DEPOSIT REFUND | \$ | 53.13 |
| 226040 | ELECTRIC | 630 2033 | FISK GREGORY | ACCOUNT DEPOSIT REFUND | \$ | 37.32 |
| 226041 | ELECTRIC | 630 2033 | FRENCH KIMBERLY | ACCOUNT DEPOSIT REFUND | \$ | 99.85 |
| 226042 | ELECTRIC | 630 2033 | GOODNEY LAUREN | ACCOUNT DEPOSIT REFUND | \$ | 127.76 |
| 226043 | ELECTRIC | 630 2033 | HONWA LLC | ACCOUNT DEPOSIT REFUND | \$ | 142.67 |
| 226044 | ELECTRIC | 630 2033 | HURSEY INSURANCE/FIN | ACCOUNT DEPOSIT REFUND | \$ | 143.83 |
| 226045 | ELECTRIC | 630 2033 | JORDAN SATARA | ACCOUNT DEPOSIT REFUND | \$ | 50.66 |
| 226046 | ELECTRIC | 630 2033 | LINARES JENNIFER | ACCOUNT DEPOSIT REFUND | \$ | 8.01 |
| 226047 | ELECTRIC | 630 2033 | LUEDERS NATE | ACCOUNT DEPOSIT REFUND | \$ | 12.56 |
| 226048 | ELECTRIC | 630 2033 | NICHOLS NANCY | ACCOUNT DEPOSIT REFUND | \$ | 193.00 |
| 226049 | ELECTRIC | 630 2033 | SHOOK KERRI | ACCOUNT DEPOSIT REFUND | \$ | 49.11 |
| 226050 | ELECTRIC | 630 2033 | JOHNSON ANNETTE | ACCOUNT DEPOSIT REFUND | \$ | 89.47 |
| 226051 | ELECTRIC | 630 2033 | LITTLE ANDREA | ACCOUNT DEPOSIT REFUND | \$ | 9.71 |
| 226052 | ELECTRIC | 630 2033 | NELSON IONE | ACCOUNT DEPOSIT REFUND | \$ | 66.09 |
| 226053 | WATER | 600 5-810-6371 | 120 WATER INC. | CONTRACT 6/24 -6/25 | \$ | 6,500.00 |
| 226054 | ELECTRIC | 630 5-820-6310 | A & A AIR COND & REFRIGERATION INC | ICE MACHINE LEASE PYMNT *MONTHLY | \$ | 50.25 |
| 226055 | WATER | 600 5-810-6371 | ALLIANT ENERGY CO. | UTILITIES *MONTHLY | \$ | 216.13 |
| 226056 | ELECTRIC | 630 5-820-6310 | ALWAYS CLEAN LLC | CLEANING SERVICES *MONTHLY | \$ | 300.00 |
| 226057 | WATER | 600 5-810-6310 | AMAZON CAPITAL SERVICES | WIRE CONNECTORS | \$ | 12.99 |
| 226058 | WATER | 600 5-810-6765 | CAHOY PUMP SERVICE INC. | HS #4 SERVICING/INSTALL | \$ | 16,212.00 |
| 226058 | WATER | 600 5-810-6780 | CAHOY PUMP SERVICE INC. | WELL #3 SERVICING/INSTALL | \$ | 44,337.00 |
| 226059 | WATER | 600 5-810-6371 | CENTENNIAL CONTRACTORS OF THE QC | EXTRA STREET PATCHES - APPROVED | \$ | 12,905.00 |
| 226060 | ELECTRIC | 630 5-820-6310 | CINTAS FIRST AID & SAFETY D89 | CITY SHOP - FIRST AID CABINET RESTOCK *AS NEEDED | \$ | 38.44 |
| 226061 | ELECTRIC | 630 5-820-6601 | DSI MEDICAL SERVICES INC. | EMPLOYEE - RANDOM TESTING FEE *QTRLY | \$ | 97.00 |
| 226062 | ELECTRIC | 630 5-820-6332 | EASTERN IOWA TIRE | UNIT 40 | \$ | 2,807.74 |
| 226063 | ELECTRIC | 630 5-820-6560 | FLETCHER-REINHARDT CO. | LOCK EQUIP CABLE SUPPORT | \$ | 1,028.70 |
| 226064 | WATER | 600 5-810-6451 | HACH CO. | FLOURIDE *AS NEEDED | \$ | 702.52 |
| 226065 | WATER | 600 5-810-6501 | HAWKINS INC. | CHLORINE *AS NEEDED | \$ | 1,648.23 |
| 226066 | WATER | 600 5-810-6310 | ISG I&S GROUP INC. | ENGINEERING - WATER TWR RECOND PROJECT | \$ | 2,860.00 |
| 226066 | WATER | 600 5-810-6310 | ISG I&S GROUP INC. | DOC REVIEW/SITE INSPECTIONS - PASS THROUGH FEE | \$ | 2,000.00 |
| 226067 | WATER | 600 5-810-6414 | NORTH SCOTT PRESS | UTILITY PUBLISHING *MONTHLY | \$ | 345.10 |
| 226068 | WATER | 600 5-810-6451 | QC ANALYTICAL SERVICES LLC | COLIFORM *MONTHLY | \$ | 125.00 |
| 226068 | WATER | 600 5-810-6451 | QC ANALYTICAL SERVICES LLC | COLIFORM *MONTHLY | \$ | 200.00 |
| 226068 | WATER | 600 5-810-6451 | QC ANALYTICAL SERVICES LLC | FLOURIDE *MONTHLY | \$ | 27.00 |
| 226069 | WATER | 600 5-810-6560 | QUAD CITIES WINWATER CO | HYDRANT MARKER | \$ | 300.00 |
| 226070 | WATER | 600 5-810-6010 | ROBERT HALF | CITY HALL TEMP EMP WAGES *WEEKLY | \$ | 93.32 |
| 226070 | WATER | 600 5-810-6010 | ROBERT HALF | CITY HALL TEMP EMP WAGES *WEEKLY | \$ | 113.66 |
| 226070 | ELECTRIC | 630 5-820-6010 | ROBERT HALF | CITY HALL TEMP EMP WAGES *WEEKLY | \$ | 376.28 |
| 226070 | ELECTRIC | 630 5-820-6010 | ROBERT HALF | CITY HALL TEMP EMP WAGES *WEEKLY | \$ | 454.66 |
| 226071 | INS REIMB | 821 5-630-6184 | KEITH SCHNECKLOTH | REIMB MEDICAL OUT OF POCKET *ONE TIME | \$ | 1,475.77 |
| 226072 | WATER | 600 5-810-6373 | SHARED IT INC | IT SERVICES *MONTHLY | \$ | 145.10 |
| 226072 | ELECTRIC | 630 5-820-6373 | SHARED IT INC | IT SERVICES *MONTHLY | \$ | 145.10 |
| 226073 | WATER | 600 5-810-6920 | WHITE ROOFING CO. INC. | CRANE RENTAL | \$ | 1,330.00 |
| ACH | SPLIT | SPLIT | PAYROLL 6/8/2024 | PAYROLL 6/8/2024 *BI-WEEKLY | \$ | 50,446.31 |
| | | | | | TOTAL: | \$ 210,615.62 |

| CREDIT CARDS | | | | | | |
|--------------|-----------------|----------------|---------------------|--|---------------------|----------------------|
| DEPT | EMPLOYEE | FUND | VENDOR | DESCRIPTION | AMOUNT | |
| WATER | BRYSON STYMIEST | 600-5-810-6240 | HILTON | HOTEL STAY FOR IAMU TRAINING | \$ | 180.76 |
| WATER | BRYSON STYMIEST | 600-5-810-6508 | COMMERCIAL PRINTERS | WATER METER SHIPPING RETURN | \$ | 37.18 |
| WATER | JEFFERY MARTENS | 600-5-810-6414 | FACEBOOK | FACEBOOK AD BOOST - WTP OPERATOR POSITION | \$ | 8.00 |
| WATER | JEFFERY MARTENS | 600-5-810-6414 | FACEBOOK | FACEBOOK AD BOOST - WTP OPERATOR POSITION | \$ | 8.00 |
| WATER | JEFFERY MARTENS | 600-5-810-6414 | FACEBOOK | FACEBOOK AD BOOST - WTP OPERATOR POSITION | \$ | 8.00 |
| WATER | JEFFERY MARTENS | 600-5-810-6414 | FACEBOOK | FACEBOOK AD BOOST - WTP OPERATOR POSITION | \$ | 8.00 |
| WATER | JEFFERY MARTENS | 600-5-810-6414 | FACEBOOK | FACEBOOK AD BOOST - WTP OPERATOR POSITION | \$ | 11.00 |
| WATER | JEFFERY MARTENS | 600-5-810-6414 | FACEBOOK | FACEBOOK AD BOOST - WTP OPERATOR POSITION | \$ | 7.57 |
| ELECTRIC | JEFFERY MARTENS | 630-5-820-6414 | FACEBOOK | FACEBOOK AD BOOST - LINEMAN/JOURNEYMAN PSTNS | \$ | 1.43 |
| ELECTRIC | JEFFERY MARTENS | 630-5-820-6414 | FACEBOOK | FACEBOOK AD BOOST - LINEMAN/JOURNEYMAN PSTNS | \$ | 10.00 |
| ELECTRIC | JEFFERY MARTENS | 630-5-820-6414 | FACEBOOK | FACEBOOK AD BOOST - LINEMAN/JOURNEYMAN PSTNS | \$ | 8.00 |
| ELECTRIC | JEFFERY MARTENS | 630-5-820-6414 | FACEBOOK | FACEBOOK AD BOOST - LINEMAN/JOURNEYMAN PSTNS | \$ | 8.00 |
| ELECTRIC | JEFFERY MARTENS | 630-5-820-6414 | FACEBOOK | FACEBOOK AD BOOST - LINEMAN/JOURNEYMAN PSTNS | \$ | 8.00 |
| ELECTRIC | JEFFERY MARTENS | 630-5-820-6414 | FACEBOOK | FACEBOOK AD BOOST - LINEMAN/JOURNEYMAN PSTNS | \$ | 13.00 |
| ELECTRIC | JEFFERY MARTENS | 630-5-820-6414 | FACEBOOK | FACEBOOK AD BOOST - LINEMAN/JOURNEYMAN PSTNS | \$ | 15.00 |
| ELECTRIC | JEFFERY MARTENS | 630-5-820-6414 | FACEBOOK | FACEBOOK AD BOOST - LINEMAN/JOURNEYMAN PSTNS | \$ | 17.00 |
| ELECTRIC | TATE OLSON | 630-5-820-6230 | BEST WESTERN ANKENY | LODGING FOR DALTON EAGLE TRAINING | \$ | 134.39 |
| | | | | | BILLS PAYABLE | \$ 210,615.62 |
| | | | | | CREDIT CARDS | \$ 483.33 |
| | | | | | GRAND TOTAL: | \$ 211,098.95 |