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To: Chairman Arnett and members of the Public Works Commission  
From: Peter Hartz – Water Systems Manager

February 4, 2026

Re: February 10, 2026, Public Works Commission agenda item

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**Water Systems:**

1. Review and take action - Approve 2025 Utility bill write-off of account refunds & credits.

As requested by the Water & Wastewater Enterprise Fund Audit Firm, the Public Works Commission is presented with the information for accounting and bookkeeping records. These unpaid balances (comprised of refunded or credited charges for water, sewer, garbage, and stormwater) are 'written off' from the utility bills – credited back to the owners. 2025 total is \$25,569.38 which is comprised of 453 separate accounts.

Sincerely,

*Peter Hartz*

Water Systems Manager