

MARSHALLTOWN WATER WORKS BOARD OF TRUSTEES
REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 20, 2011
4:00 PM CDT
205 EAST STATE STREET
MARSHALLTOWN, IOWA 50158

- 1) Roll Call
- 2) Review and Approval of the Regular Board Meeting Minutes of August 15, 2011
- 3) Review and Approval of Bill Schedule #584 Totaling \$600,662.55
- 4) Review and Approval of Monthly Financial Statement, Investment Report, Capital Report, and Departmental Reports
- 5) Resolution Authorizing the Certification of Unpaid Charges to Become a Lien Upon the Real Estate to Which the Service was Provided
- 6) Approve change to Marshalltown Water Works Rules and Regulations Section 107.13 Collection Procedure
- 7) Review and Approval of Task Order 11-1 from Fox Engineering for Well House #7 and #9 Reconstruction

**MARSHALLTOWN WATER WORKS BOARD OF TRUSTEES
REGULAR BOARD MEETING
MONDAY, AUGUST 15, 2011
4:00 PM CDT
205 East State Street
Marshalltown, IA 50158**

ROLL CALL: PRESENT: Trustees: Moore, Vinson, Young
ABSENT: None

The Board reviewed the Regular Board Meeting Minutes of Monday, July 18, 2011. Trustee Vinson moved to approve the minutes as printed and have them placed on file. Trustee Young seconded.

ROLL CALL VOTE: AYES: Trustees: Moore, Young, Vinson
NAYS: None

The Board reviewed Bill Schedule #583 totaling \$571,145.76. There was a question from Trustee Young regarding the bills from Cessford Construction, Automatic Systems Company and Halverson Building Services. The CEO and General Manager explained to the Board that the bill from Cessford Construction was for the asphalt resurfacing from the previous year's water main breaks. The bill from Automatic Systems was for the repair of the computer network at the Water Treatment Facility following the power failure during the July 11 storm. The bill from Halverson Building Services was for the replacement of one of the compressors for the chiller system at the Water Treatment Facility. There was a motion by Trustee Young and a second by Trustee Vinson to approve Bill Schedule #583.

ROLL CALL VOTE: AYES: Trustees: Moore, Young, Vinson
NAYS: None

The Board reviewed the monthly financial statement, investment report, capital report and departmental reports. Trustee Vinson commented that he was happy that Well #15 was pumping water again. After some further discussion there was a motion by Trustee Vinson and a second by Trustee Young to approve the reports and have them placed on file.

ROLL CALL VOTE: AYES: Trustees: Moore, Young, Vinson
NAYS: None

The CEO and General Manager then updated the Board on the current performance of Well #15. Well #15 has not been usable in the past due to the type of hardness in the raw water from Well #15. The only way to use the well is to blend it with other wells that have water of a different type of hardness. Due to the reduced pumpage into our system and the large capacity of Well #15 we have not been able to blend it with other

wells and achieve our target finished water hardness. After discussion with the Director of Water Production it was determined that the well could be used if it produced less water. After contacting our well contractor to obtain pricing on a smaller pump for the well, it was determined that the existing variable frequency drive for the well would achieve the same result. Previous advice from the motor manufacturer recommended speed settings of between 75% and 100%. Very recently after additional years of experience with variable frequency drives the motor manufacturer now recommends the speed settings between 10% and 100%. The lower speed settings reduce the flow from the well and allow us to blend it with our other wells and achieve our target finished water hardness. The Board was pleased with the result due to the efficiency of this high producing well.

The Board set September 19th, 2011 at 4:00 p.m. as the date for the next regular Board meeting at the Marshalltown Water Works office at 205 E State St.

The Board adjourned.

Respectfully submitted,

Steven Sincox, Secretary

**MARSHALLTOWN WATER WORKS
BILL SCHEDULE # 584
BILLS TO BE PAID
AUGUST 2011**

Airgas Dry Ice	CO2	857.90
Arnold Motor Supply	retainers,hose,stone set,grease, battery,v-belt,cleaner,armorol	265.22
Automatic Systems Co	service rural water pit	1,756.00
Blink Electric Motors Inc	belts	39.60
Brown Shoe Fit Co	safety shoes	150.00
CDW Government Inc	laptop	578.69
Central Iowa Distributing	towels,TP,marking paint	322.60
Central Iowa Machine Shop	weld mower	97.50
Computer Resource Specialists	assist resetting router and installing software	42.50
Concrete Inc	concrete	3,588.98
CPI International	lab supplies	215.00
Crescent Electric Supply Company	fluorescent lamps,ballasts	102.48
Ferguson Waterworks	software training	500.00
Fisher Scientific Company LLC	lab supplies	981.93
Grainger	1/4 HP motor,pressure switch, transformer	400.02
Hach Company	lab supplies	1,447.96
Hawkins Inc	fluoride	1,658.64
Hogland Body Shop & Salvage	window frame repair	150.00
Idexx Distribution Corp	lab supplies	126.13
John Deere Financial-S	mower repair,tube,power shaft,shield, spring pin	456.53
John Deere Financial-T	plant food,hose and water nozzles, bleach,hack saw sleeve,aluminum sleeve,T-post,spray paint,bar & chain oil,safety boots,drill bit,striker,blades, nuts,bolts,rags,grass seed,fertilizer, hose,chisel,punch	389.18
K A Steel Chemicals	CL2	3,532.97
Marshall Glass	cut out glass & reinstall	56.95
Martin Marietta Materials	fill sand & septic gravel	270.98
Matt Parrott and Sons Company	checks	296.33

Menards	nuts,bolts,washers,galvanized pipe, coupling,pvc pipe,cement	78.41
Racom Corporation	radio repeater & installation	18,168.95
Spahn & Rose Lumber Co	quick link & treated posts	26.49
Storey Kenworthy	index cards,finger moistener,franklin planners,pen refills,paper,labels,notes	122.04
Superior Welding Supply Co	acetylene & oxygen	99.98
Thompson True Value	wasp spray,lighter,bit,building material, handset cord,batteries,mouse prufe, drill chuck	112.18
Times Republican	public notification	164.32
Tri-State Lock Service	door lock maintenance	50.00
UPS	postage	31.57
Van Meter Inc	power monitor,fuses,contactor, converter, connect cable,VFD drive	8,947.64
Western Lime Corporation	lime	28,531.20
Total		\$74,616.87

**MARSHALLTOWN WATER WORKS
BILL SCHEDULE # 584
BILLS PAID
AUGUST 2011**

Aflac	employee coverages	292.32
Alliant Energy	gas & electricity	98.86
Alliant Energy	gas & electricity	1,445.53
Alliant Energy	gas & electricity	25,548.75
Century Link	phone service	499.83
City of Marshalltown	sewer receipts for July 2011	218,332.56
City of Marshalltown	storm sewer receipts - July 2011	23,572.34
City of Marshalltown	landfill receipts - July 2011	12,618.25
Collection Services Center	employee withholding	180.46
Collection Services Center	employee withholding	180.46
Consumers Energy	electricity	75.62
Coventry Health Care of Iowa	employee health insurance	11,052.78
Craig Schutt	office cleaning	420.00
ETS	bank fees	231.23
Great Western Bank	CD	100,000.00
Independent Insurance Services	package policy & umbrella pymt 2	18,652.00
Internal Revenue Service	withholding taxes	8,133.18
Internal Revenue Service	withholding taxes	8,201.58
Iowa One Call	one call services	257.10
Iowa Water Environment Association	registration	205.00
IPERS	pension	4,407.49
Kabel Business Services	employee flex plan	102.00
Lincoln National Life Insurance	employee life insurance	305.41
Marshall County Engineers Office	fuel for July 2011	1,924.96
Marshalltown Area United Way	employee contribution	36.00
Payroll	payroll	24,076.68
Payroll	payroll	24,215.40
Pitney Bowes Postage by Phone	postage	3,900.00
Steve Sincox	mileage - July 2011	217.45
Stone Sanitation	garbage service	75.00

Teamsters Local 238	employee union dues	396.00
Treasurer State of Iowa	sales tax	6,006.27
Treasurer State of Iowa	sales tax	11,271.89
Treasurer State of Iowa	withholding taxes	3,192.00
United Bank & Trust	returned check	55.00
United Bank & Trust	bank fee	5.00
United Bank & Trust	returned Nacha	129.47
United Bank & Trust	pension	5,079.65
United Bank & Trust	returned check	115.00
United Bank & Trust	returned check	59.25
United Bank & Trust	pension	5,103.88
United Bank & Trust	returned Nacha	95.72
United Bank & Trust	returned Nacha	82.21
United Bank & Trust	returned Nacha	53.81
United Bank & Trust	returned check	43.54
United Bank & Trust	bank fee	5.00
United Bank & Trust	pension	5,093.75
Total		\$526,045.68

SEWER DEPOSIT ACCOUNT
Activity for August
2011

Balance on August 1		\$72,284.56
Deposits for August	\$	2,175.00
Interest paid to the City of Marshalltown Check # 2293		\$54.56
Deposit refund for application to the Marshalltown Water Works Check # 2294		\$2,990.00
Interest for August		\$23.56
Balance on August 31	\$	71,438.56

MARSHALLTOWN WATER WORKS

**Compiled Financial Statements
And Supplementary Information**

**For the One Month Ended
August 31, 2011**



INCOME STATEMENT

AUGUST 31ST, 2011

	CURRENT PERIOD	Y-T-D	ANNUAL	Y-T-D	CURRENT PERIOD	Y-T-D
	ACTUAL	ACTUAL	BUDGET	PCT	PRIOR YEAR	PRIOR YEAR
OPERATIONAL						
RESIDENTIAL	122,806.08	235,608.62	1,342,276.00	17.55	110,233.28	215,376.85
MULTI-FAMILY	15,583.54	28,677.91	169,258.00	16.94	15,996.75	28,837.36
COMMERCIAL	46,159.27	76,284.69	411,378.00	18.54	41,843.90	69,015.00
IRRIGATION	15,195.85	19,691.10	44,872.00	43.88	8,488.45	10,211.90
INDUSTRIAL	39,181.30	76,458.61	455,654.00	16.78	45,702.56	79,211.11
WHOLESALE	46,961.14	91,463.88	827,249.00	11.06	41,666.49	81,663.08
NON-METERED	115.69	328.22	1,000.00	32.82	24.00	154.93
TOTAL OPERATING REVENUE	286,002.87	528,513.03	3,251,687.00	16.25	263,955.43	484,470.23
NON-OPERATIONAL						
CITY CONTRACT SERVICES	5,163.73	10,368.91	61,000.00	17.00	5,163.08	10,369.91
PENALTIES	3,471.93	7,654.70	30,000.00	25.52	2,664.40	5,520.27
CUSTOMER SERVICES	1,539.10	3,168.10	18,000.00	17.60	1,564.00	3,123.00
TESTING LABORATORY	388.00	697.50	4,000.00	17.44	240.00	596.00
MERCHANDISE SALES	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST	934.40	1,434.32	15,000.00	9.56	2,182.65	3,513.40
RENTALS	0.00	0.00	750.00	0.00	0.00	750.00
MISC INCOME	944.60	1,770.44	5,000.00	35.41	581.71	687.17
TIMBER SALES	0.00	0.00	0.00	0.00	0.00	0.00
CONNECTION FEES	400.00	550.00	2,500.00	22.00	335.84	757.84
TAPPING FEES	100.00	500.00	3,000.00	16.67	0.00	300.00
TOTAL NON-OPERATIONAL SALE	12,941.76	26,143.97	139,250.00	18.77	12,731.68	25,617.59
TOTAL REVENUE	298,944.63	554,657.00	3,390,937.00	16.36	276,687.11	510,087.82
OPERATING EXPENSES						
SALARIES AND WAGES	69,956.25	140,950.96	1,010,607.00	13.95	75,651.87	150,947.52
PAYROLL TAXES & BENEFITS	25,309.09	50,785.37	342,740.00	14.82	24,825.49	43,397.27
OPTIONAL BENEFITS	422.45	1,037.71	41,525.00	2.50	835.58	2,060.62
UTILITIES	27,668.59	71,123.88	318,000.00	22.37	30,022.86	58,051.71
FUELS	1,929.95	4,203.58	25,065.00	16.77	1,050.90	2,050.57
SUPPLIES	7,198.66	16,283.33	107,700.00	15.12	6,815.13	14,021.72
MAINTENANCE	8,971.07	20,046.09	82,700.00	24.24	3,043.25	6,783.95
CHEMICALS	28,690.76	56,583.81	431,200.00	13.12	33,419.85	58,747.95
CONTRACT SERVICES	30,381.70	61,889.05	406,350.00	15.23	34,063.43	71,177.11
OTHER OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
DEPRECIATION	49,357.05	98,714.10	590,803.00	16.71	47,304.24	94,608.48
TOTAL OPERATING EXPENSE	249,885.57	521,617.88	3,356,690.00	15.54	257,032.60	501,846.90
MISCELLANEOUS EXPENSES	0.00	225.00	25,900.00	0.87	0.00	225.00
ECONOMIC DEVELOPMENT	8,000.00	8,000.00	8,000.00	100.00	8,000.00	8,000.00
TOTAL NON-OPERATING EXPENSE	8,000.00	8,225.00	33,900.00	24.26	8,000.00	8,225.00
TOTAL EXPENSES	257,885.57	529,842.88	3,390,590.00	15.63	265,032.60	510,071.90
INCR(DEC) RETAINED EARNINGS	41,059.06	24,814.12	347.00	7,151.04	11,654.51	15.92

DETAILED WATER WORKS BALANCE SHEET

BALANCE SHEET

AS OF: AUGUST 31ST, 2011

1 -WATER FUND

ACCOUNT#	TITLE	
ASSETS		
=====		
	CASH ON HAND	330.00
	PETTY CASH	300.00
	CASH IN BANK	714,775.05
	LESS : SINKING FUNDS	(284,328.01)
	SEWER DEPOSIT FUND	0.00
	SEWER CASH	0.00
	STORM SEWER CASH	0.00
	LANDFILL CASH	0.00
	ACCOUNTS RECEIVABLE	328,738.53
	ACCOUNTS RECEIVABLE-AMP	600.14
	UNAPPLIED CREDITS	(38,509.65)
	OTHER A/R	0.00
	NON CURRENT RECEIVABLES	(20.12)
	MISC AR BILLINGS	18,708.47
	MISC AR UNAPPLIED CREDITS	(8,744.95)
	INTEREST RECEIVABLE	1,411.99
	CONTRACT RECEIVABLE	509.00
	PREPAID INSURANCE	24,086.75
	UNFINISHED CAP PRO	0.00
	PREPAID BILLING SUPPLIES	5,569.36
	MERCHANDISE FOR RESALE	(3,104.06)
	PREPAID LIME SLUDGE	(44,166.68)
	PREPAID COMPUTER MAINT	12,276.00
	PREPAID HEALTH INS	0.00
	STORED GRAIN	0.00
	SINKING FUND	284,328.01
	TEMP CASH INVESTMENT	300,000.00
	LESS IMPROVEMENT FUND ALLOCATI	0.00
	LESS RESERVE FUND ALLOCATION	0.00
	CAPITAL RESERVE INVESTMEN	500,862.50
	IMPROVEMENT FUND	(100,000.00)
	RESERVE FUND	0.00
	ECONOMIC DEVELOPEMENT FUND	0.00
	INVENTORY	0.00
	LAND	1,112,720.58
	PLANT & SOURCE OF SUPPLY	9,485,393.47
	ACCUMULATED DEPR - PLANT	(6,984,483.26)
	DISTRIBUTION SYSTEM & PIPE	10,474,386.82
	ACCUM DEPR DISTRIBUTION	(3,002,256.11)
	METERS	1,235,555.40
	ACCUM DEPR - METERS	(909,691.99)
	MACHINE & EQUIPMENT	402,390.84
	ACCUM DEPR - MACH & EQUIP	(301,403.99)
	VEHICLES	199,830.36
	ACCUM DEPR - VEHICLES	(153,390.87)
	CAPITAL IMPROVEMENTS	78,646.48
	ACCUM DEPR - CAPITAL IMPROVEME	(24,175.38)
	CAPITAL IMPROV - BUILDINGS	560,294.08
	ACCUM DEPR - BUILDINGS	(299,549.04)
	OFFICE EQUIPMENT	376,331.62

BALANCE SHEET

AS OF: AUGUST 31ST, 2011

1 -WATER FUND

ACCOUNT#	TITLE	
ACCUM DEPR - OFFICE EQUIPMENT		(348,691.52)
BOOSTER STATION		161,071.63
ACCUM DEPR - BOOSTER STATION		(67,580.95)
BOND ORIGATION FEE		0.00
		13,709,020.50

TOTAL ASSETS 13,709,020.50

LIABILITIES

=====

ACCOUNTS PAYABLE		51,184.44
A/P PENDING	(3,242.00)
PAYABLE TO SEWER FUND		0.00
PAYABLE TO STORM SEWER FUND		0.00
PAYABLE TO LANDFILL FUND		0.00
PAYABLE TO METER DEPOSIT FUND		0.00
DEFERRED AMP REVENUE		600.14
CUSTOMER DEPOSITS - SEWER		0.00
CURRENT REFUNDS PAYABLE	(6,128.69)
SEWER INTEREST		0.00
FEDERAL WITHHOLDING		0.00
FICA/MED WITHHOLDING		2,244.84
STATE WITHHOLDING		0.00
UNITED WAY		0.00
UNION DUES		0.01
INS WITHHELD	(106.00)
PRETAX INSURANCE WITHHELD		150.35
UNREIMB MEDICAL		0.00
DEP CHILD CARE		0.00
PENSION	(4,892.87)
IPERS		899.26
COBRA		0.00
WATER WORKS INS PORTION		0.00
INS DEDUCTIBLE WITHHELD	(7,959.50)
VOLUNTARY LIFE INSURANCE		0.80
CHILD SUPPORT		0.00
AFLAC		0.00
ACCRUED VACATION		79,387.07
ACCRUED PAYROLL		29,344.16
ACCRUED SALES TAX		6,909.83
AR MISC STATE SALES TAX		46.34
AR MISC CITY SALES TAX	(8.55)
AR MISC SCHOOL SALES TAX	(17.38)
CURRENT PORTION OF LT DEBT		0.00
WA REVENUE CAPITAL LOAN NOTE		645,000.00
LESS : CURRENT PORTION		0.00
TOTAL LIABILITIES		793,412.25

BALANCE SHEET

AS OF: AUGUST 31ST, 2011

1 -WATER FUND

ACCOUNT#	TITLE		
<hr/>			
EQUITY			
=====			
	RETAINED EARNINGS	12,890,794.13	
	TOTAL BEGINNING EQUITY	12,890,794.13	
	 TOTAL REVENUE	 554,657.00	
	TOTAL EXPENSES	529,842.88	
	TOTAL REVENUE OVER/ (UNDER) EXPENSES	24,814.12	
	 TOTAL EQUITY & REV. OVER/ (UNDER) EXP.	 12,915,608.25	
	 TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.		 13,709,020.50 =====

DETAILED POOLED CASH

BALANCE SHEET

AS OF: AUGUST 31ST, 2011

9 -POOLED CASH

ACCOUNT#	TITLE		
<hr/>			
ASSETS			
=====			
	POOLED CASH	1,040,268.34	
	POOL CASH - SW DEPOSITS	70,310.00	
	DUE FROM WATER FUND	0.00	
	DUE FROM SEWER FUND	0.00	
	DUE FROM STORM SEWER FUND	0.00	
	DUE FROM LANDFILL FUND	0.00	
	DUE FROM SW MTR DEPOSIT	0.00	
			1,110,578.34
	TOTAL ASSETS		1,110,578.34
			=====
LIABILITIES			
=====			
	ACCOUNT PAYABLE	0.00	
	DUE TO OTHER FUNDS	1,040,673.34	
	DUE TO SW MTR DEPOSITS	69,905.00	
	WAGES PAYABLE	0.00	
	ACCRUED SALES TAX	0.00	
	TOTAL LIABILITIES		1,110,578.34
EQUITY			
=====			
	RETAINED EARNINGS	0.00	
	TOTAL BEGINNING EQUITY	0.00	
	TOTAL REVENUE	0.00	
	TOTAL EXPENSES	0.00	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	0.00	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		0.00
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		1,110,578.34
			=====

MARSHALLTOWN WATER WORKS
INVESTMENT BREAKDOWN
AUGUST 2011

ACCOUNT	FUND	AUGUST INTEREST RATE	JULY INTEREST RATE	DATE ISSUED	DATE MATURED	CURRENT VALUE	PREVIOUS VALUE
UNITED BANK & TRUST		0.36%	0.40%	07/01/07	DAILY	\$ 1,024,025.00	\$ 901,257.56
CD 23738 (Pinnacle Bank)	General	0.95%	0.95%	02/09/10	02/09/12	\$ 100,000.00	\$ 100,000.00
CD 62928 (Farmers Savings Bank)	General		0.35%	02/17/11	08/18/11		\$ 100,000.00
CD 144216697 (Great Western Bank)	General	0.80%		08/18/11	08/18/12	\$ 100,000.00	
CD 144213906 (Great Western Bank)	General	0.75%	0.75%	07/26/11	07/26/12	\$ 100,000.00	\$ 100,000.00
CD 9092507210 (Wells Fargo)	Cap Reserve	0.70%	0.70%	04/20/11	05/20/12	\$ 300,000.00	\$ 300,000.00
CD 2000013376 (Home Federal)	General	1.79%	1.79%	09/10/10	09/08/12	\$ 100,000.00	\$ 100,000.00
SUB TOTAL						\$ 1,724,025.00	\$ 1,601,257.56

CURRENT TOTAL \$ 1,724,025.00

Current Average Monthly Yield 0.596%

LAST MONTH TOTAL \$1,601,257.56

Last Month Average Monthly Yield 0.596%

LAST YEAR TOTAL \$2,547,450.36

Last Year Average Monthly Yield 1.338%

MARSHALLTOWN WATER WORKS
 PROPOSED
 CAPITAL IMPROVEMENTS
 JULY1,2011-JUNE 30,2012
 AS OF 8/31/11

	Project	2010-2011	2010-2011	2010-2011	2011-2012	2011-2012	2011-2012	TOTAL
	#	BUDGET	APPROVED	EXPEND.	BUDGET	APPROVED	EXPEND.	EXPENDITURES
1172-000-PLANT & SOURCE OF SUPPLY								
New Soda Ash System		\$100,000.00			\$50,000.00			\$0.00
Raise & Rehab Well 4	51 20905	\$10,000.00	\$8,767.00	\$8,767.00		\$818.93	\$818.93	\$9,585.93
New Supernatant Pumps					\$15,000.00			
Raise Wells 3 & 4 Electrical Cabinet					\$25,000.00			
Two New Well Buildings					\$30,000.00			
Raise & Rehab Wells 7 & 9					\$100,000.00			
HVAC Compressor	56 11103				\$10,000.00	\$9,936.81	\$9,936.81	\$9,936.81
1170-000-LAND								
1174-000-DISTRIBUTION SYSTEM								
Valve Replacement		\$20,000.00			\$20,000.00			
Water Main Replacement					\$100,000.00			
Inspect 1 Tower & Reservoirs					\$15,000.00			
1176-000 - METERS								
Meter Program		\$20,000.00	\$13,786.60	\$13,786.60	\$20,000.00	\$1,900.00	\$1,900.00	\$1,900.00
1178-000 - EQUIPMENT								
Radio Repeater Update					\$20,000.00			
1180-000-VEHICLES								
Construction Truck		\$25,000.00			\$25,000.00			
Two Meter Trucks					\$40,000.00			
Plant Truck					\$25,000.00			
1182-000-GENERAL								
1184-000-BUILDING								
1186-000-OFFICE EQUIPMENT								
1188-000 BOOSTER STATION								
Totals		\$175,000.00	\$22,553.60	\$22,553.60	\$495,000.00	\$12,655.74	\$12,655.74	\$21,422.74

MONTHLY REPORT
FOR THE MONTH OF
August 2011



DISTRIBUTION

ACTIVITY	THIS MONTH	2011/2012 YEAR TO DATE	2010/2011 YEAR TO DATE
NEW WATER MAINS (ft)	0	0	0
MAINS REPAIRED	1	2	3
HYDRANTS REPLACED	2	2	1
NEW HYDRANTS INSTALLED	0	0	0
HYDRANTS REPAIRED	1	1	1
VALVES INSTALLED	0	0	1
VALVES REPAIRED	0	0	2
SPECIAL PROJECTS:	Mowed the well field. Helped the city with Tree disposal.		

CUSTOMER SERVICE

ACTIVITY	THIS MONTH	2011/2012 YEAR TO DATE	2010/2011 YEAR TO DATE
SERVICE CALLS	529	963	909
NEW METERS INSTALLED	1	5	4
METERS REPAIRED	0	4	2
TAPS FOR NEW SERVICE	1	2	0
RETAPS	0	0	0
FROZEN METERS	2	4	6

SIGNED _____

Production Report - August 2011



RAW MONTH	2011	<u>159,118,000</u>	FINISHED MONTH	2011	<u>150,610,000</u>
	2010	<u>143,692,000</u>		2010	<u>141,501,000</u>
RAW YR TO DATE	FY11-12	<u>317,201,000</u>	FIN. YR TO DATE	FY11-12	<u>297,916,000</u>
	2010	<u>286,271,000</u>		2010	<u>281,176,000</u>

MINIMUM DAY	<u>3,775,000</u>
MAXIMUM DAY	<u>5,448,000</u>
AVERAGE DAY	<u>4,858,387</u>

COST PER 1000 GALLONS

CHEMICALS	<u>0.2023</u>
ENERGY	<u>0.1745</u>
LABOR	<u>0.1640</u>
TOTAL COST	<u>0.5407</u>

PUMPAGE

NORTH RURAL WATER	<u>7,024,468</u>
SOUTH RURAL WATER	<u>4,381,036</u>
WEST RURAL WATER	<u>5,984</u>
GRUNDY RURAL WATER	<u>26,555,032</u>
RURAL WATER TOTAL	<u>37,966,520</u>
BOOSTER STATION	<u>33,075,000</u>
PLANT USAGE	<u>4,437,000</u>

CHEMICAL USAGE

CHEMICAL	POUNDS	PRICE	COST
CHLORINE	30,813	0.0878	\$ 2,705.41
CARBON DIOXIDE	37,150	0.0330	\$ 1,225.95
FLUORIDE	3,677	0.4577	\$ 1,682.80
LIME	376,602	0.0590	\$ 22,219.52
PHOSPHATE	1,170	0.9800	\$ 1,146.11
SODIUM CHLORITE	2,343	0.6327	\$ 1,482.33
SODA ASH	-	0.2400	\$ -
TOTAL			\$ 30,462.12

WELL PUMPAGE

#	MONTHLY	YEAR TO DATE
3	29,976,476	46,260,322
4	0	0
5	0	1,193
6	0	1,535,489
7	26,642,898	37,453,116
8	24,141,730	33,373,038
9	2,052,142	24,960,636
11	4,201	73,053,401
14	10,185,752	10,700,237
15	69,500,528	93,857,840

Director of Water Production

MONTH	PUMPAGE (1000'S)					BOOSTER STATION %		
	TOTAL	CIWA	BOOSTER	CITY	MAX DAY	TOTAL	TOTAL -CIWA	CIWA
Jan-09	133,020	39,573	19,353	93,447	5,061	15%	21%	30%
Feb-09	123,365	37,695	18,119	85,670	5,847	15%	21%	31%
Mar-09	134,979	40,290	21,109	94,689	7,290	16%	22%	30%
Apr-09	130,672	38,581	19,751	92,091	4,979	15%	21%	30%
May-09	137,169	39,490	23,923	97,679	5,228	17%	24%	29%
Jun-09	138,710	43,325	21,395	95,385	5,420	15%	22%	31%
Jul-09	147,698	41,665	26,299	106,033	5,580	18%	25%	28%
Aug-09	141,226	36,291	25,097	104,935	5,239	18%	24%	26%
Sep-09	134,654	33,663	25,036	100,991	5,017	19%	25%	25%
Oct-09	126,004	32,365	18,993	93,639	4,344	15%	20%	26%
Nov-09	115,742	31,321	18,189	84,421	4,319	16%	22%	27%
Dec-09	118,413	33,065	18,384	85,348	4,222	16%	22%	28%
	4,333.3	1,225.5	700.4	3,107.7	5,212.2	16%	22%	28%

Jan-10	119,128	34,350	19,237	84,778	4,313	16%	23%	29%
Feb-10	108,552	30,044	18,061	78,508	4,240	17%	23%	28%
Mar-10	126,658	34,472	19,953	92,186	4,605	16%	22%	27%
Apr-10	124,383	35,680	19,806	88,703	4,723	16%	22%	29%
May-10	131,049	36,907	21,671	94,142	5,099	17%	23%	28%
Jun-10	130,870	35,919	21,011	94,951	5,278	16%	22%	27%
Jul-10	139,675	37,285	25,179	102,390	5,179	18%	25%	27%
Aug-10	141,501	36,753	27,469	104,748	5,063	19%	26%	26%
Sep-10	127,986	34,384	24,854	93,602	4,886	19%	27%	27%
Oct-10	131,887	35,719	24,612	96,168	4,695	19%	26%	27%
Nov-10	115,576	29,442	18,020	86,134	4,465	16%	21%	25%
Dec-10	118,428	30,965	18,577	87,463	4,268	16%	21%	26%
	4,152.6	1,128.5	708.1	3,024.0	4,734.5	17%	23%	27%

Jan-11	124,142	36,691	21,612	87,451	4,452	17%	25%	30%
Feb-11	113,830	30,868	19,502	82,962	4,491	17%	24%	27%
Mar-11	127,791	35,575	21,461	92,216	4,925	17%	23%	28%
Apr-11	117,538	31,757	20,667	85,781	4,532	18%	24%	27%
May-11	128,586	35,929	23,824	92,657	4,908	19%	26%	28%
Jun-11	130,372	35,795	23,313	94,577	5,394	18%	25%	27%
Jul-11	147,306	35,968	25,521	111,338	6,038	17%	23%	24%
Aug-11	150,610	37,967	33,075	112,643	5,448	22%	29%	25%
Sep-11				-				
Oct-11				-				
Nov-11				-				
Dec-11				-				
	2,849.8	768.6	517.7	2,081.2	5,023.5	18%	25%	27%

MONTHLY AVERAGES

AVERAGE	149,488	34,578	24,297	114,910	5,938	16%	21%	23%
MEDIAN	149,977	37,034	22,884	114,961	5,907	16%	21%	25%
MAX	195,448	67,116	57,096	169,864	8,038	36%	55%	40%
2 ND LARGE	195,179	64,140	42,852	162,981	7,883	29%	33%	40%
MIN	104,688	7,904	7,509	75,790	4,222	4%	5%	7%
2 ND SMALL	108,408	9,035	11,154	78,508	4,240	7%	7%	7%

RESOLUTION AUTHORIZING THE CERTIFICATION OF
UNPAID CHARGES TO BECOME A LIEN UPON THE REAL ESTATE
TO WHICH THE SERVICE WAS PROVIDED

WHEREAS, Section 384.84 of the Code of Iowa establishes a procedure whereby municipal utilities may certify to the county treasurer charges for services which have not been paid as provided by resolution of the Trustees and, upon certification, the unpaid charges become a lien upon the real estate to which the service was provided; and

WHEREAS, Section 384.84 (4)(a) of the Code of Iowa authorizes the governing body of a municipal utility to delegate by resolution to a designee of the municipal authority to certify unpaid rates or charges to the county treasurer; and

WHEREAS, the Board of Trustees of the Marshalltown Water Works desires to utilize the provisions of Section 384.84 of the Code of Iowa to collect unpaid and delinquent service accounts,

NOW, THEREFORE, it is resolved by the Board of Trustees of the Marshalltown Water Works that Steven Sincox, Chief Executive Officer, be and he is hereby authorized to certify to the Treasurer of Marshall County, Iowa any unpaid rates or charges for water services after compliance with the procedural requirements of Section 384.84 (4) of the Code of Iowa.

This Resolution shall become effective upon passage by the Board of Trustees of the Marshalltown Water Works and the Chairman of the Board of Trustees is authorized to certify this resolution to the Treasurer of Marshall County, Iowa.

Passed this 19th day of September, 2011 and signed this 19th day of September, 2011.

James R. Moore, Chairman

ATTEST:

Steven Sincox, Secretary



September 20, 2011

Landlords
Realtors
Attorneys
Abstractors

The Marshalltown Water Works Board of Trustees has adopted a Resolution Authorizing the Certification of Unpaid Charges to Become a Lien upon the Real Estate to which the Service was Provided. This will allow the Marshalltown Water Works to begin utilizing the provisions outlined in Section 384.84 of the Code of Iowa to collect unpaid and delinquent service accounts.

Please be advised that this policy will begin on January 1, 2012. We feel that delaying the implementation of the new policy will allow all affected parties to make any modifications that they may feel necessary.

Sincerely,

Steve Sincox, PE
CEO and General Manager

Property Owner Utility Lien Exemption Request



Account # _____ Service Address _____

Tenant Name(s) _____	
Date of Occupancy _____	Tenant Phone Number _____

The undersigned represents that he or she is the landlord of the separately metered, residential, rental property identified above, and that such property is occupied or is about to be occupied by the tenant identified. The tenant will be liable for the rates or charges to the service address. The undersigned requests an exemption from the possibility of a lien on the real estate identified as the service address for water, sewer and landfill service to such property in accordance with Section 384.84(3)(d) of the Code of Iowa. Marshalltown Water Works must receive a new written notice within thirty business days if there is a change in occupancy and within ten business days if there is a change in ownership. Failure to provide the new notice may result in a lien for water, sewer and landfill service on the real estate identified as the service address.

Landlord Printed Name _____ Phone Number _____

Landlord Mailing Address _____ E-mail _____

City/State/Zip _____ Social Security # _____

Signed _____ Date _____



September 12, 2011

«Customers_name»
«Street_address»
«City_state_zip»

Re: Service Address: «service_address»
Account # «account_number»
Account Balance «account_balance»

Dear «salutation»:

This is your final reminder that we have not received payment for your past due billing for the account listed above. It has been past due since «original_due_date». If payment is not received within 30 days of the date of this letter, we will implement the procedures outlined in Section 107.13 of our Rules and Regulations, which may include certification to the State of Iowa Offset Program.

We hope that this course of action will not be necessary.

Thank you for your prompt attention to this matter.

Sincerely,

Steve Sincox, PE
CEO & General Manager



September 12, 2011

[Landlord name]
[Street address]
[City, state zip]

Re: Service Address: [service address]
Account # [account number]
Account Balance \$ [account balance]

Dear [Landlord]:

This is your notification that we have not received payment for a past due billing for the service address listed above. If payment is not received within 30 days of the date of this letter we will proceed with placing a tax lien against the real estate identified as the service address above pursuant to Section 384.84 of the Code of Iowa. We hope that this course of action will not be necessary.

Thank you for your prompt attention to this matter.

Sincerely,

enc.

B) Connection Fees

1) 4" – 6" = \$200.00

2) 8" – 12" = \$400.00

Revised 4/23/03

107.12 AFTER HOURS CALLS

A) After hours calls, weekend calls, or holiday calls will be paid for by the customer requesting this service. This amount will be \$35.00 an hour with a minimum charge of two (2) hours to provide this service. This service will be furnished without charge to any utility prior to any underground work.

Revised 11/16/09

107.13 COLLECTION PROCEDURE

A) The Water Works will take any steps it deems necessary to collect unpaid invoices and water billings.

Revised 11/18/96

B) The Water Works may charge a \$5.00 Administrative Charge to cover expenses per Section 384.84 of the Code of Iowa when placing a tax lien on the property.

Revised xx/xx/11

107.14 INSUFFICIENT CHECK OR DRAFT

A) When a customer renders an invalid check or draft for payment of a bill or deposit, the Water Works will attempt to reach the customer by telephone immediately after receiving notification from the financial institution. If the customer cannot be reached by telephone then a blue "final notice" tag will be hung on the door notifying the customer when the payment must be received to avoid disconnection. The customer will have 48 hours from the time of notification to reimburse the Water Works for the amount of the check or draft plus a service charge. If payment is not received within 48 hours, the customer's water will be disconnected and they will be charged a turnoff fee. A customer's water may be disconnected on any day due to the rendering of an invalid check or draft. After the customer has paid for the invalid check or draft, they will be charged a reconnection fee.

Revised 6/21/10

107.15 WELL DRILLING PERMIT

A) Drill 1 – 10 Wells \$200.00

B) Drill 11 – 20 Wells \$300.00

C) Drill 21 or more Wells \$400.00

Revised 4/23/03

**This is Task Order No. 11-1 ,
consisting of 3 pages.**

Task Order

In accordance with paragraph 1.01 of the Master Agreement Between Marshalltown Water Works (Owner) and FOX Engineering Associates, Inc. (Engineer) for Professional Services dated July 1, 2004 ("Agreement"), Owner and Engineer agree as follows:

Specific Project Data

A. Title: Well House 7 & 9 Reconstruction and Well Head Raising

B. Description: Project includes the design, preparation of plans and technical specifications, and permitting services for the replacement of Well Houses 7 & 9, the raising of the well discharge heads, and the associated well pump modifications (extend pump, inspect and clean well). The replacement fiberglass well houses will be furnished by the Owner and installed by the Contractor. The Contractor shall coordinate with Owner for installation of electrical conduit in the well house structure concrete. The Owner will provide bidding and construction phase services.

- Provide a structural drawing detailing the well house foundation and aluminum stairs for both Well 7 and Well 9.
- Provide a process drawing detailing piping and well modifications for each of Well 7 and Well 9. These drawings will include design site grading.
- It is intended that the completed improvements and modifications for the two wells will be similar in nature and can be indicated as such on the drawings.
- Provide technical specifications for structural concrete, stairs, piping & valves, earthwork, and well modifications.
- Owner will coordinate and determine electrical conduit needs during construction.

1. Services of Engineer

A1.02 & A1.03 – Preliminary & Final Design

- The Engineer's services will be based on the involvement of the Owner acting as the general contractor.
- Review IDNR Water permit applications completed by the Owner.
- Prepare and furnish one (1) set of reproducible of plans and specifications.

A1.04 – Bidding

- The Engineer will prepare any addenda items requested.
- All other services to be provided by the Owner.
- Additional bidding services will be provided by the Engineer at the Owner's request and billed at an hourly rate.

A1.05 – Construction Phase

- Additional construction phase services will be provided by the Engineer at the Owner's request and billed at an hourly rate.

2. Owner's Responsibilities

- Exhibit B shall apply to this project in its entirety.
- Complete IDNR Water permit applications. The costs of these permit fees shall be paid for by the Owner.
- The Owner will be supplying bidding and construction phase services unless the Engineer is directed to conduct services billed at an hourly rate.
- Owner shall be responsible for relocating electrical and controls equipment and wiring from the existing well houses prior to demolition of existing well houses. The Owner shall also be responsible for the reinstallation of all electrical and controls in accordance with applicable electrical codes.

3. Times for Rendering Services

Engineer and Owner are aware that there are factors outside the Engineer’s control that may affect the Engineer’s schedule for completing the services to be provided under this Agreement. The Engineer shall perform these services with reasonable diligence and expediency consistent with sound professional services. The following schedule is estimated based on a September 15, 2011 signed Agreement:

Phase	Completion Date
<u>Preliminary and Final Design Phase</u>	<u>October 31, 2011</u>
<u>Bidding & Negotiation Phase</u>	<u>November 15, 2011</u>
<u>Construction Phase</u>	<u>June 15, 2012</u>

4. **Payments to Engineer**

Owner shall pay Engineer for services within each phase as follows:

Phase	(Hourly/Lump Sum)*	Amount
Final Design Phase Services	Lump Sum	\$8,500
Bidding Phase Services	Hourly/est.	\$1,000
Construction Phase Services	Hourly/est.	\$1,500

* Note that hourly amounts are estimated amounts and not maximums.

5. **Engineer’s Consultants:**

Structural Engineers, P.C.
Barr Engineering Company

6. **Other Modifications to Master Agreement:** None.

7. **Attachments:** None.

8. **Documents Incorporated By Reference:** None.

(Remainder of page intentionally left blank)