



BOARD OF TRUSTEES
Regular Meeting Agenda
205 East State Street
February 20, 2024 12:00 Noon

1. Roll Call
2. Approval of Agenda
3. Public Hearing on the Proposed 2024-2025 Fiscal Year Budget for the Marshalltown Water Works
4. **Decision:** Approval of the Adopted Budget Certificate including a Resolution Adopting the Budget for the 2024-2025 Fiscal Year Budget for the Marshalltown Water Works
5. Public Comment Period
6. **Decision:** Consent Agenda
 - a. Approval of Regular Meeting Minutes of January 16, 2024
 - b. Approval of Special Meeting Minutes of February 2, 2024
 - c. Approval of Bill Schedule #733 Totaling \$ 1,116,965.41
 - d. Departmental Reports
 - e. Approval of accounts with unpaid rates or charges that are eligible to be certified to become a lien upon real estate
7. **Decision:** Review and approval of Monthly Financial Statement, Investment Report, and Capital Report
8. **Decision:** Review and approve Supplemental Letter Agreement with SEH for W High Street Water Distribution Improvements
9. **Decision:** Review and approval of Change Order No. 1 in the amount of \$51,460.00 for the Marshalltown Water Works New Well No. 5A Construction project
10. **Closed Session:** Pursuant to Section 20.17 Subsection 3 of the Code of Iowa concerning Strategy Meeting of the Public Employer for Collective Bargaining Purposes
11. **Decision:** Review and approve Fiscal Year 2024-2025 collective bargaining agreement for union employees
12. **Decision:** Review and approve proposed cost of living adjustment for non-union employees
13. **Updates:** Well 5A, Drought, New Treatment Plant Bid Schedule
14. Set date and time for next regular meeting

BUDGETED OPERATING EXPENSES
FY 2024 - 2025
Proposed 2-20-24



ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL
	<u>EMPLOYEE SALARIES</u>					
100	Operational	630,861	605,768	207,827	638,259	2,082,715
	Subtotal	\$630,861	\$605,768	\$207,827	\$638,259	\$2,082,715
	<u>EMPLOYEE BENEFITS</u>					
201	Health Insurance	70,838	58,646	36,278	57,655	\$ 223,418
202	Pension	25,520	8,578	0	26,199	\$ 60,297
203	IPERS	32,576	48,117	19,619	36,239	\$ 136,550
204	FICA/Medicare	48,261	46,341	15,899	51,811	\$ 162,312
205	Life Insurance	2,190	2,250	780	2,610	\$ 7,830
206	Mileage	525	420	525	1,050	\$ 2,520
207	Registration	3,150	1,575	2,625	4,000	\$ 11,350
208	Annual Dues		1,400	525	11,485	\$ 13,410
209	Dental Insurance	600	600	240	720	\$ 2,160
210	Tuition					\$ -
211	Lodging	2,100	1,050	500	2,650	\$ 6,300
212	Food	315	630	315	2,100	\$ 3,360
213	Travel	1,575	1,050	525	3,885	\$ 7,035
214	Safety Clothing	2,888	3,500	750	210	\$ 7,348
215	Safety Training	500	4,725	0	0	\$ 5,225
216	Medical (Work-Comp)	11,354	12,615	3,785	8,831	\$ 36,585
220	Pension Supplement				130,000	\$ 130,000
	Subtotal	\$202,391	\$191,498	\$82,365	\$339,445	\$815,699
	<u>UTILITIES</u>					
301	Electric	671,807			11,550	\$ 683,357
302	Natural Gas	32,500			3,000	\$ 35,500
303	Telephone	1,485			3,300	\$ 4,785

BUDGETED OPERATING EXPENSES
FY 2024 - 2025
Proposed 2-20-24



ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL
304	Storm Sewer				1,500	\$ 1,500
309	Internet	3,500	0	0	4,708	\$ 8,208
	Subtotal	\$709,292	\$0	\$0	\$24,058	\$ 733,350
	<u>DEPRECIATION</u>					
401	Plant	352,000	0	0	0	\$ 352,000
402	Distribution	0	209,544	0	0	\$ 209,544
403	Meter	0	0	41,040	0	\$ 41,040
404	Building	0	0	0	21,230	\$ 21,230
405	Capital Improvement	0	0	0	0	\$ -
406	Vehicle	10,140	24,000	13,300	0	\$ 47,440
407	Equipment	0	11,832	0	13,980	\$ 25,812
408	Booster Station	0	5,000	0	0	\$ 5,000
	Subtotal	\$362,140	\$250,376	\$54,340	\$35,210	\$ 702,066
	<u>FUELS</u>					
501	Regular Gas	3,000	13,500	6,420	0	\$ 22,920
502	Oil	385	1,800	300	0	\$ 2,485
503	Grease	54	320	27	0	\$ 400
504	Diesel Fuel	6,955	10,000	0	0	\$ 16,955
505	LP Gas	0	0	0	0	\$ -
	Subtotal	\$10,394	\$25,620	\$6,747	\$0	\$42,760
	<u>SUPPLIES</u>					
601	Laboratory	45,000				\$ 45,000
602	Plant	1,140				\$ 1,140
603	Building	1,700			0	\$ 1,700
604	Wells	0				\$ -

BUDGETED OPERATING EXPENSES
FY 2024 - 2025
Proposed 2-20-24



ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL
605	General	5,350		1,000	9,000	\$ 15,350
606	Safety Equipment	2,000				\$ 2,000
607	Cleaning	500				\$ 500
608	Health / First Aid	535	0	0	1,000	\$ 1,535
614	CIWA Meter Pits					\$ -
601	Distribution		35,000			\$ 35,000
602	Shop		10,000	1,000		\$ 11,000
603	Leak Supplies		50,000			\$ 50,000
604	Concrete and Rock		50,000			\$ 50,000
605	Booster Station		2,675			\$ 2,675
609	Data-Processing (loc)		2,535		5,350	\$ 7,885
603	Service Repair Supplies			2,000		\$ 2,000
604	Meter Repair Supplies			5,885		\$ 5,885
601	Billing Supplies				7,000	\$ 7,000
602	Administration				642	\$ 642
610	Operational Permits	0			9,500	\$ 9,500
	Security				10,000	\$ 10,000
	Subtotal	\$56,225	\$150,210	\$9,885	\$42,492	\$ 258,812
	<u>MAINTENANCE</u>					
701	Vehicle	2,000	3,210	2,675		\$ 7,885
702	Equip/Machine	145,000	25,000	1,000		\$ 171,000
703	Grounds	15,000			0	\$ 15,000
704	Well Field	10,000				\$ 10,000
705	Towers		160,000			\$ 160,000
707	Reservoirs		10,000			\$ 10,000
708	Booster Station		1,017			\$ 1,017
709	Office Machine Maint.				2,675	\$ 2,675

BUDGETED OPERATING EXPENSES
FY 2024 - 2025
Proposed 2-20-24



ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL
710	Heating & Air Cond.	20,000			749	\$ 20,749
711	Building	5,000			3,210	\$ 8,210
712	Computer	2,675			67,000	\$ 69,675
713	Safety Equipment	0				\$ -
715	Generator	20,000				\$ 20,000
	Subtotal	\$219,675	\$199,227	\$3,675	\$73,634	\$ 496,211
	<u>CHEMICALS</u>					
801	Pebble-Lime	879,225				\$ 879,225
802	Carbon-Dioxide	95,040				\$ 95,040
803	Chlorine	153,266				\$ 153,266
804	Fluoride	26,500				\$ 26,500
805	Poly-Phosphate	51,000				\$ 51,000
807	Polymer	0				\$ -
808	Ammonia (was NaClO2 till	24,500				\$ 24,500
	Subtotal	\$1,229,531	\$0	\$0	\$0	\$1,229,531
	<u>CONTRACT SERVICE</u>					
908	Lime Sludge Removal	400,000				\$ 400,000
911	Laboratory	3,500				\$ 3,500
902	Insurance				96,000	\$ 96,000
904	Bank Services				53,500	\$ 53,500
905	Cleaning				12,840	\$ 12,840
906	Engineering				32,100	\$ 32,100
907	Computer Programming				0	\$ -
909	Legal				22,000	\$ 22,000

BUDGETED OPERATING EXPENSES
FY 2024 - 2025
Proposed 2-20-24



ACCT		PLANT	DISTRIBUTION	SERVICE	OFFICE	SUB-TOTAL
910	Accounting Service				42,800	\$ 42,800
911	Postage				50,000	\$ 50,000
912	Public Notices				5,000	\$ 5,000
921	One-call phone				0	\$ -
922	One-call Fees				4,280	\$ 4,280
950	Bad-Debt				0	\$ -
853	Interest				110,000	\$ 110,000
954	Board Compensation				900	\$ 900
955	Returned Checks				0	\$ -
956	Overpayments				0	\$ -
958	Economic Dev				10,300	\$ 10,300
	Security				5,000	\$ 5,000
	Subtotal	\$403,500	\$0	\$0	\$444,720	\$848,220
	<u>Total Expenses</u>	\$3,824,010	\$1,422,699	\$364,839	\$1,597,818	\$7,209,365
	<u>Proposed Revenue</u>					\$ 9,176,846
	<u>Estimated Retained Earnings</u>					\$ 1,967,481

ADOPTED BUDGET CERTIFICATE

To: Marshalltown City Council

At a meeting of the Marshalltown Water Works Board of Trustees, held after public hearing as required by law, on February 20, 2024, the proposed budget for Fiscal Year 2025 was adopted as summarized and attached hereto.

Telephone Area Code (641) 753-7913

_____ Board Secretary

(signature)

Address 205 East State Street - P.O. Box 1420
Marshalltown, IA 50158

Record of Public Hearing and Adoption of Budget:

On February 20, 2024, the Marshalltown Water Works Board of Trustees met for the purpose of conducting a public hearing on the proposed Fiscal Year 2025 budget as published. Notice of time and place of hearing had been published on February 8, 2024, in the Marshalltown Times Republican and the affidavit of publication was available to file with the City Council.

The budget estimate was considered and taxpayers and residents heard for and against said estimate were as follows:

After giving opportunity for all desiring to be heard, the Board adopted the following budget resolution:

A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2025

BE IT RESOLVED by the Marshalltown Water Works Board of Trustees: The budget for Fiscal year ending June 30, 2025, as set forth in the Adopted Budget Summary and in the detailed budget in support thereof showing the estimated revenues and expenditures for said budget year is adopted, and the Secretary is directed to make the filing required by law and to set up the books in accordance with the summary and detail as adopted.

Passed and approved on February 20, 2024, by the following vote:

AYES:

NAYS:

(signature)

Chairperson

(signature)

Secretary

MARSHALLTOWN WATER WORKS BOARD OF TRUSTEES
REGULAR BOARD MEETING
January 16, 2024 12:00 Noon
205 East State Street

1. ROLL CALL: PRESENT: Trustees: Eilers, Mack, Loney
 ABSENT: None

2. There was a motion by Trustee Loney and a second by Trustee Mack to approve the Agenda.

ROLL CALL VOTE: AYES: Trustees: Eilers, Mack, Loney
 NAYS: None

3. Public Comment Period – There were no members of the public present and General Manager Lovell reported that no written comments had been received.

4. There was a motion by Trustee Loney to approve the Consent Agenda: Approval of Regular Board Meeting Minutes of December 21, 2023; Approval of Bill Schedule #732 totaling \$ 1,762,066.95; Departmental Reports; Approval of accounts with unpaid rates or charges that are eligible to be certified to become a lien upon real estate. There was a second by Trustee Mack.

ROLL CALL VOTE: AYES: Trustees: Eilers, Mack, Loney
 NAYS: None

5. The Board reviewed the monthly financial statement, investment report and capital report. There was a motion by Trustee Mack and a second by Trustee Loney to approve the reports and place them on file.

ROLL CALL VOTE: AYES: Trustees: Eilers, Mack, Loney
 NAYS: None

6. The Board reviewed the Contract for Water Service Outside the Corporate Limits of the City of Marshalltown for 2344 Odessa Drive. There was a motion by Trustee Mack to approve the Contract for Water Service Outside the Corporate Limits of the City of Marshalltown for 2344 Odessa Drive and a second by Trustee Loney.

ROLL CALL VOTE: AYES: Trustees: Eilers, Mack, Loney
 NAYS: None

7. The Board reviewed Progress Payment No. 1 from Ferguson Waterworks for the Marshalltown Water Works Water Metering Equipment Changeout 2023 project in the amount of \$67,750.00. There was a motion by Trustee Loney and a second by Trustee Mack to approve the progress payment to Ferguson Waterworks for the Marshalltown Water Works Water Metering Equipment Changeout 2023 project in the amount of \$67,750.00.

ROLL CALL VOTE: AYES: Trustees: Eilers, Mack, Loney
 NAYS: None

8. General Manager Lovell advised the Board of the possible need for a change order for Well No. 5A Construction Project with Traut Companies. The geology of the first test hole didn't show potential for good well capacity, so additional test holes may be needed. Lovell is conferring with consultants as to options for alternate test hole sites.

The Board set the date for the next regular Board meeting as February 20, 2024 at 12:00 PM at the Marshalltown Water Works office at 205 E State St.

The Board adjourned.

Respectfully submitted,

Shelli Lovell
Secretary

MARSHALLTOWN WATER WORKS BOARD OF TRUSTEES
SPECIAL BOARD MEETING
February 2, 2024 12:00 Noon
205 East State Street

1. ROLL CALL: PRESENT: Trustees Eilers and Mack
 ABSENT: None
 BY PHONE: Trustee Loney

2. There was a motion by Trustee Mack and a second by Trustee Loney to approve the Agenda.

ROLL CALL VOTE: AYES: Trustees: Eilers, Mack, Loney
 NAYS: None

3. The Board reviewed and approved the Resolution Setting Public Hearing on Proposed 2024-2025 Fiscal Year Budget for the Marshalltown Water Works. There was a motion by Trustee Mack and a second by Trustee Loney to approve the Resolution Setting Public Hearing on Proposed 2024-2025 Fiscal Year Budget for the Marshalltown Water Works.

ROLL CALL VOTE: AYES: Trustees: Eilers, Mack, Loney
 NAYS: None

RESOLUTION SETTING PUBLIC HEARING
ON PROPOSED 2024-2025 FISCAL YEAR BUDGET
FOR THE MARSHALLTOWN WATER WORKS

WHEREAS, there is now on file in the office of the Secretary of the Board of Trustees of the Marshalltown Water Works, the proposed 2024-2025 Fiscal Year Budget for the Marshalltown Water Works of Marshalltown, Iowa, and

WHEREAS, the Secretary is hereby directed to publish Notice of Hearing on the proposed 2024-2025 Fiscal Year Budget in the manner provided by law for the public body outlined herein and that any person interested therein may appear and make objections thereto, if any he has. This Board will meet in the Water Works Office, 205 East State Street, Marshalltown, Iowa at 12:00 noon local time on the 20th day of February, 2024 for the purpose of hearing all of said objections so made and for taking final action upon the 2024-2025 Fiscal Year Budget.

Passed this 2nd day of February, 2024 and signed this 2nd day of February, 2024.

The Board adjourned.

Respectfully submitted,

Shelli Lovell
Secretary

**MARSHALLTOWN WATER WORKS
BILL SCHEDULE # 733
BILLS TO BE PAID
JANUARY 2024**

AAA Septic Services Inc	Pumped Mud Pit	600.00
American Water Works Association	Memberships	2,777.00
Arnold Motor Supply	Oil,Fuel Filter,Bracket Bolt,Hose,Air,Oil Filter,Washer Fluid,Def,Brakes,Socket, Brake Fluid,Fuel Injection Hose,Clamps, Head Light	1,271.22
Automatic Systems Co	North Blowoff Pit	432.50
Bearing Headquarters Co B28	Bearings	325.84
Central Iowa Distributing	Toilet paper,Trash bags,Paper towels	498.00
Cessford Construction Company	Rock	1,463.75
Column Software PBC	Newspaper	206.50
Con-Struct Inc	Reservoir Pipe Disconnect	22,480.00
Electric Pump	Tubes,Ammonia Feed	2,284.97
Electric Supply of Marshalltown	Light Bulbs	15.00
ERA	Coliform Proficiency Test	417.35
Ethanol Products LLC	CO2	8,058.55
Fisher Scientific Company LLC	Lab Supplies	4,289.60
Grainger	HVAC,Safety Equipment,Lab Supplies	861.24
Hach Company	Lab Supplies	2,041.11
Hartwig Plumbing & Heating	Labor	495.00
Hawkins Inc	Cl2,Fl	12,763.00
HDR Engineering Inc	Design Construction, Plant Project	13,127.51
Home Rental Center & Sales Co	Working Signs,Breaker Rent,Safety Equipment,Drained GSR	2,320.00
Hupp Electric	Motor	523.95
Idexx Distribution Corp	Lab Supplies	1,631.77
John Deere Financial-T	Gloves,Wader Boots	69.48
Kriss Premium Products	Boiler Testing,HVAC Chemistry	300.00
Laurel Diesel Services	Backhoe Maintenance,Dump Truck	2,176.34
Leroy Morford Construction	Concrete Repair	935.00
Maguire Iron	East Tower Mixer,Anson Tower Plate over old vent	37,670.00
McAtee Tire Sales	Lift Battery	194.85

McClure Engineering Co	Hydraulic Model	1,920.00
Menards	Trap,PB,Batteries,Filter Bags,Pipe,Tri-Tap,Taping Bit,Gas Can,Hand Saw,Boot Cover,Ice Melt,Hand Warmers,Bolt Snap,Shovel,SeaFoam, Tape,Chisel Set,Adaptors,Ball Valve,Coupling,Seal, Drain Snake, Screwdriver Set,Plumbing Supplies, Chemical Upgrades,Tiles,Wall Mount,Bits,Cutting Wheel,Utility Pan,Pilers,Flint,Feed Upgrades, HeadLamp,Kneepads	1,266.32
Minute Man Inc	Clothing,Sewer Deposit Books	2,100.63
Mississippi Lime Company	Lime	64,788.93
Municipal Supply Inc	Macro,MegaLug,Repair Clamp,Flare Ball,Hydrant Flag,	4,915.02
NAI Electrical Contractors	Troubleshoot Level Sensor	840.00
Nutrien AG Solutions	Diesel,Generator Fuel	4,938.11
Optimal Overhead Doors & Openers	East Garage Door	800.00
Plumb Supply	Feed Upgrades,Pipe,Lube,Plugs,Elbow	1,418.81
SEH	Engineering Services	632.54
Spahn & Rose Lumber Co	Lumber	29.34
State Hygienic Laboratory	Lab Anaylsis	74.50
Storey Kenworthy	Checks	325.35
Strands	Paint	146.81
Titan Machinery	Blower,Switch,Connector,Beacon	2,867.46
Trane U S Inc	HVAC Maintenance	509.64
Tyler Buisness Inc	W-2 Forms	188.25
Tyler Technology Inc	Annual Fee,Refine Testing,Mass Meter Swap	11,354.50
Van Wall Equipment	Lawn Mower Parts	113.92
Westrum Leak Detections Inc	Leak Detection	652.50
Ziegler Cat	Electric Motor Test	3,826.52
Total		223,938.68

**MARSHALLTOWN WATER WORKS
BILL SCHEDULE # 733
BILLS PAID
JANUARY 2024**

Aflac	employee deductions	578.74
Alliant Energy	gas & electricity	30,060.61
Alliant Energy	gas & electricity	41,589.37
Amazon Capital Services		660.31
American Express	Credit Card fees	1.00
American Express	Credit Card fees	12.00
Cardmember Service - elect pymt	credit card	3,670.70
City of Marshalltown	landfill receipts Dec 2023	10,572.60
City of Marshalltown	sewer receipts Dec 2023	395,526.89
City of Marshalltown	storm sewer receipts Dec 2023	108,935.11
Consumers Energy	electricity	83.80
Consumers Energy	electricity	181.71
Deborah McElroy	deductible paid	308.70
Delta Dental of Iowa	employee dental insurance	580.36
Doug Knoll	deductible paid	503.00
Doug Knoll	deductible paid	61.00
Ferguson Water Works	water meter change out equipment	67,750.00
Health Savings Account	employee deductions	275.00
Health Savings Account	employee deductions	275.00
Heart of Iowa Communications	phone & internet services	626.27
Heart of Iowa Communications	phone service	648.29
IMWCA	workmans comp insurance	3,259.00
Internal Revenue	withholding taxes	19.65
Internal Revenue	withholding taxes	18,433.62
Internal Revenue	withholding taxes	18,532.76
Iowa One Call	One Call services	182.10
Ia Public Employees Retirement Sys	employee pension	15,341.84
Isolved Benefit Services WDM	employee deductions	659.98
Jared Wall	deductible paid	184.90
Kim Carter	office cleaning	500.00
Kyle Kusserow	deductible paid	3,741.86
Laura Nordstrom	deductible paid	88.77

Laura Nordstrom	deductible paid	40.00
Marshall County Engineers Office	fuel	4,631.44
Marshalltown United Way	employee contributions	30.00
Marshalltown Water Works	storm sewer	172.00
Mary Bowen	deductible paid	278.84
Mike Ellis	deductible paid	372.62
Moler Sanitation	garbage service	100.00
Pat Willey	deductible paid	3,470.85
Payroll	payroll	50,684.11
Payroll	payroll	50,993.91
Pitney Bowes Bank Inc Reserve Acct	postage	5,200.00
Pitney Bowes	postage meter rent	213.87
Reliance Standard Life Ins Co	employee life insurance	981.69
Sanrina Betiru	overpayment return	93.59
Shelli Lovell	reimbursement, deductible paid, mileage	670.26
Stone Sanitation	garbage service	209.71
Stone Sanitation	garbage service	209.71
Thomas Bowman	deductible paid	67.71
Thomas Bowman	deductible paid	108.00
Treasurer State of Iowa 46324	state tax withholding	5,807.12
Tyler Tech	Credit Card fees - office	608.88
Tyler Tech	Credit Card fees - Web	3,123.38
United Bank & Trust	pension 3,583.12 5,000.00	8,583.12
United Bank & Trust	returned check	213.25
United Bank & Trust	bank fee	6.00
United Bank & Trust	returned Nacha	84.02
United Bank & Trust	bank fee	6.00
United Bank & Trust	pension 3,608.88 + 5,000.00	8,608.88
United Bank & Trust	returned check	123.91
United Bank & Trust	bank fee	6.00
United Bank & Trust	returned check	131.73
United Bank & Trust	bank fee	6.00
United Bank & Trust	returned check	40.00
United Bank & Trust	bank fee	6.00
United Bank & Trust	returned Nacha	125.65
United Bank & Trust	bank fee	6.00
United Bank & Trust	returned Nacha	125.65
United Bank & Trust	bank fee	6.00

United Bank & Trust	returned Nacha	106.63
United Bank & Trust	bank fee	6.00
United Bank & Trust	returned nacha	493.25
United Bank & Trust	bank fee	6.00
United Bank & Trust	returned check	100.29
United Bank & Trust	bank fee	6.00
UPS	postage	11.02
US Cellular	internet service	27.23
US Cellular	internet service	27.23
Wellmark Blue Cross & Blue Shield	employee health insurance	20,624.67
Yoan Lara Moreno	deductible paid	679.14
Pedro Castro Beltran	deposit return	24.34
Brad Livingston	deposit return	29.37
Tangen Kari Rush Dalton	deposit return	22.88
Terri J Loney	deposit return	66.70
Ellen Fitzpatrick Real Estate	deposit return	17.39
Linda L Schneider	deposit return	106.71
Jadyn R Sorem	deposit return	97.15
Arnold G Nieves	deposit return	7.62
Maykel Lopez	refund	110.10
Main St Antiques	deposit return	77.01
Debra Brown	deposit return	40.36
Michelle A Davenport	deposit return	27.82
Catheryn E Swan	deposit return	14.52
Alyssia J Klosterman	deposit return	34.13
Garner L Grant	deposit return	43.36
Christina Ebongelo	deposit return	33.28
Connor J Linton	deposit return	16.39
Tyler A Herting	deposit return	96.16
Zachary S Tennison	deposit return	83.14
Total		893,026.73

**CUSTOMER SERVICE
MONTHLY REPORT
FOR THE MONTH OF
January 2024**



ACTIVITY	THIS MONTH	THIS MONTH LAST YEAR	2023-2024 FISCAL YEAR
SERVICE CALLS	804	284	2771
METERS REPAIRED	0	0	0
REPLACED FROZEN METER	7	15	22
DELINQUENT TAGS	394	221	2940
METER SET	0	0	5
TURN OFF FOR NON PAYMENTS	144	23	330
READ AND LEAVE ON - OCCUPANT CHANGE	103	110	744
	1452	653	6812

DISTRIBUTION
Marshalltown Water Works
Board Report
February 20, 2024

PROJECTS

1. 5th and 6th Avenue – Replacement of water main
 - a. Have begun laying new water main on 5th Ave
 - b. MWW has laid 1000' of new 6" water main
 - c. South side of 5th Ave has passed pressure and bacteria tests
 - d. Service lines on 5th Ave have been moved to the new water main
 - e. All watermain and service lines have been installed on 5th Ave
 - f. Working on laying water main on 6th Ave
 - g. Transferring water services on 6th Ave and yard restoration
 - h. 5th Ave is complete. We are working on 6th Ave restoration.
 - i. All work is completed for this project

2. State Street- Total reconstruction of all utilities and street from 3rd Ave to 3rd Street
 - a. Project has been awarded to Con-Struct
 - b. Project has started and 850' of water main has been installed
 - c. The 12" water main from 1st Ave to 3rd Ave has passed bacteria and pressure tests and service lines have been moved to that section of new main
 - d. All water main from 3rd Ave to 3rd Street, except for a section crossing Center Street has been completed. The Center Street section will be completed next construction season.

3. 4th Ave Water main replacement
 - a. CGA is preparing plans for a proposed water main replacement from Church to Linn St
 - b. Developer has applied for construction permits
 - c. All watermain has been laid, all tests have passed.
 - d. Installation of all service lines are completed

4. East Merle Hibbs Development
 - a. Waiting on Construction Permit from Iowa DNR
 - b. Permits were issued and all water main work has been completed

MAIN BREAKS (FY 23-24)

1. September 11, 2023 Washington St and Center St, 8" crack- cause unknown
2. October 9, 2023 1609 S Center St, 6" sheer break-cause unknown
3. October 14, 2023 408 S 5th St, 6" 2' long crack- cause unknown
4. October 24, 2023 1302 E State St, 6" Sheer break- cause unknown
5. November 28, 2023 Lincoln Way and Brentwood Rd, 6" sheer break-cause unknown
6. December 7, 2023 E Boone St (County Shop) 6" 2' long crack-cause street sweeper
7. December 26, 2023 W Boone St and Harrison Dr, 6" Sheer break-cause unknown

8. January 2, 2024 May St and 6th Ave, 6" 4' long crack- cause unknown
9. January 5, 2024 E Southridge Rd and 3rd Ave, 6" Sheer break-cause unknown
10. January 16, 2024 E Southridge Rd and 3rd Ave, 6" Sheer break- cause unknown
11. January 29, 2024 N 10th Ave and Woodbury St, 6" Sheer break- cause unknown

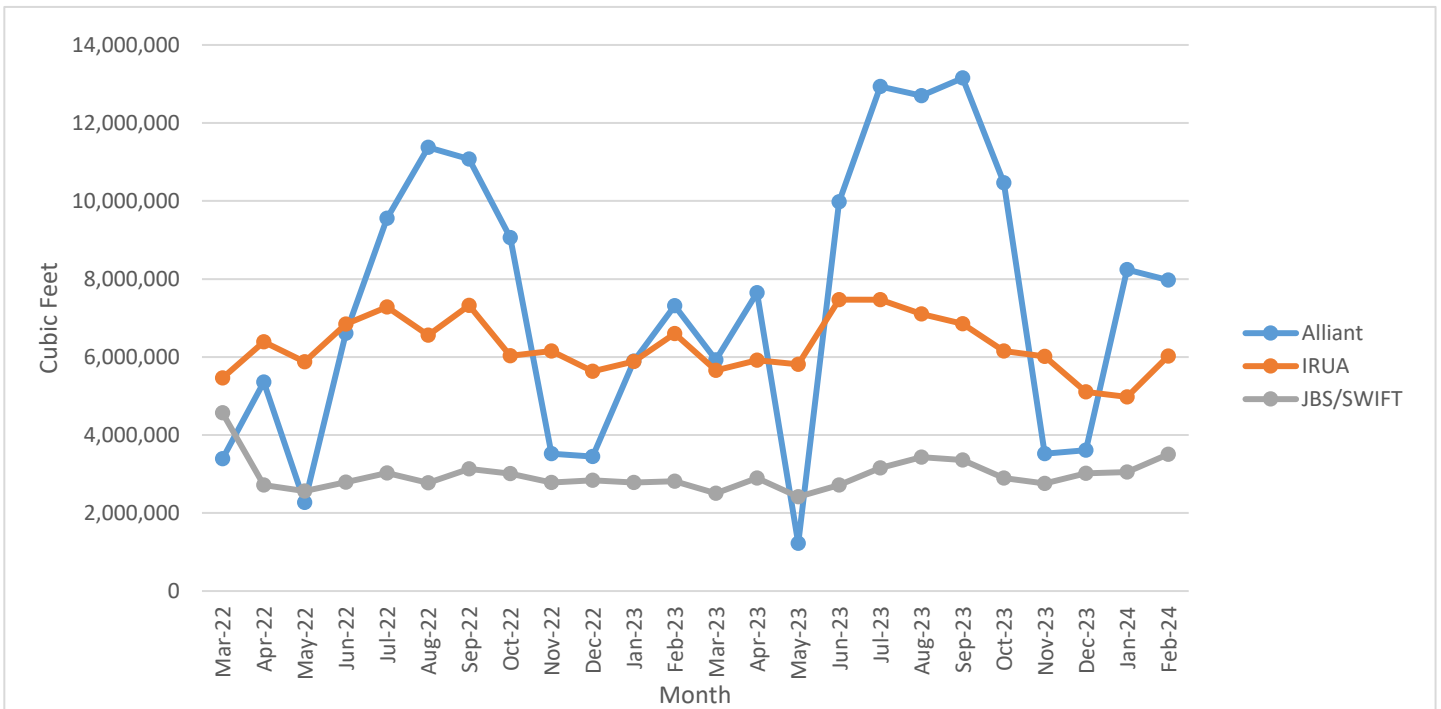
Facilities
Marshalltown Water Works
Board Report
February 20, 2024

1. Well 5A – Traut Well Company is onsite drilling test wells
2. 1MG Ground Storage Reservoir – The GSR has been successfully isolated and will be disinfected before putting back into use
3. Ammonia feed installation – The plumbing is complete; we are waiting on storage tank delivery
4. High Service Pump #2 – Pump will be pulled for inspected and repaired as needed
5. North slaker – Preventative maintenance completed; leaking gearbox will be replaced
6. South slaker – Preventative maintenance completed; damaged shaft will be replaced

MWW Largest Users Monthly Report

February 2024 Board Report

	ALLIANT	IRUA	JBS/SWIFT
Bill Date	Cubic Feet	Cubic Feet	Cubic Feet
Mar-22	3,388,900	5,460,013	4,565,800
Apr-22	5,353,800	6,385,931	2,721,400
May-22	2,267,800	5,878,866	2,561,200
Jun-22	6,609,800	6,845,401	2,790,900
Jul-22	9,552,600	7,284,903	3,028,400
Aug-22	11,374,300	6,555,263	2,774,300
Sep-22	11,072,100	7,319,703	3,133,100
Oct-22	9,063,800	6,031,965	3,008,400
Nov-22	3,524,100	6,148,905	2,781,800
Dec-22	3,444,400	5,632,360	2,838,400
Jan-23	5,889,900	5,885,553	2,784,600
Feb-23	7,313,200	6,602,838	2,816,500
Mar-23	5,929,400	5,656,726	2,504,000
Apr-23	7,643,900	5,916,510	2,900,100
May-23	1,223,100	5,813,918	2,416,300
Jun-23	9,979,400	7,470,601	2,718,600
Jul-23	12,933,800	7,464,630	3,158,800
Aug-23	12,699,800	7,103,119	3,430,900
Sep-23	13,150,200	6,853,538	3,362,000
Oct-23	10,465,100	6,152,851	2,897,900
Nov-23	3,521,900	6,012,034	2,760,700
Dec-23	3,610,200	5,109,081	3,017,400
Jan-24	8,238,600	4,977,140	3,049,500
Feb-24	7,970,300	6,025,630	3,505,900



PROPERTY TAX LIENS TO CERTIFY - FEB 2024

PROPERTY OWNER NAME	ADDRESS TO LIEN	AMOUNT
Gerardo Garcia Martinez & Juana Zapata Perez	304 N Center St	\$67.71
Jose Cesar Galvan	204 S 12th St	\$166.41
Jose Torres	922 N 5th Ave	\$235.40
Juan A Sanchez	911 N 5th Ave	\$39.64
Manus & Michelle Prop Management	613 W Main St B	\$163.68
Maria & Juan Gutierrez	208 N 7th Ave	\$7.61
Marvin Ruiz Lopez & Blanca Ruano	1103 Washington St	\$163.59
Patricia Mendoza	307 Park St	\$83.61
Timothy Sletten	401 S 4th St	\$325.52
	TOTAL	\$1,253.17

SEWER DEPOSIT ACCOUNT
Activity for January
2024

Balance on January 1	165,521.68
Deposits for January	\$2,520.00
Interest paid to the City of Marshalltown Check 2589	\$166.68
Deposit refund for application to the Marshalltown Water Works Check # 2590	\$1,540.00
Interest for January	\$188.80
Balance on January 31	\$166,523.80

MARSHALLTOWN WATER WORKS

**Compiled Financial Statements
And Supplementary Information**

**For the One Month Ended
January 31, 2024**



Income Statement

Marshalltown Water Works, IA

Account Summary

For Fiscal: 2023-2024 Period Ending: 1/31/2024

Revenue Summary

Revenue	Annual Budget	January Activity	Year to Date Actual	% Year to Date
WATER SALES RESIDENTIAL	2,545,414.19	204,988.88	1,527,452.39	60.01%
WATER SALES MULTI-FAMILY	326,108.20	25,524.56	192,355.70	58.99%
WATER SALES COMMERCIAL	682,358.92	44,234.53	419,480.06	61.47%
WATER SALES IRRIGATION	117,238.34	338.76	76,607.90	65.34%
WATER SALES INDUSTRIAL	2,627,185.04	267,548.72	2,094,054.88	79.71%
WATER SALES WHOLESALE	1,410,712.31	112,002.99	785,019.64	55.65%
WATER SALES NON METERED	4,460.65	559.48	3,166.55	70.99%
CITY CONTRACT SERVICES	80,000.00	0.00	41,181.39	51.48%
PENALTIES	40,000.00	616.12	34,163.60	85.41%
CUSTOMER SERVICE	10,000.00	895.00	8,264.00	82.64%
TESTING LABORATORIES	3,000.00	126.00	1,369.50	45.65%
MERCHANDISE SALES	300.00	0.00	5,999.41	1999.80%
INTEREST	30,000.00	8,059.63	63,929.36	213.10%
RENTALS	4,000.00	0.00	3,712.00	92.80%
MISC INCOME	30,000.00	2,956.04	32,998.55	110.00%
CONNECTION FEES	20,000.00	40.00	13,703.00	68.52%
TAPPING FEES	2,000.00	176.00	804.00	40.20%
Total Revenue:	7,932,777.65	668,066.71	5,304,261.93	66.87%

Expense Summary

ExpCategory	Annual Budget	January Activity	Year to Date	% Year to Date
1 - EMPLOYEE SALARIES	1,931,403.00	149,555.66	1,046,000.56	54.16%
2 - EMPLOYEE BENEFITS	724,545.00	57,999.53	379,375.07	52.36%
3 - UTILITIES	668,149.00	74,155.09	322,459.51	48.26%
4 - DEPRECIATION	618,070.00	50,568.05	353,976.37	57.27%
5 - FUELS	52,211.00	4,779.60	23,490.81	44.99%
6 - SUPPLIES	259,441.00	9,621.92	104,793.42	40.39%
7 - MAINTENANCE	303,237.00	31,432.94	192,989.30	63.64%
8 - CHEMICALS	1,094,525.00	70,200.70	537,427.90	49.10%
9 - CONTRACT SERVICE	1,043,920.00	145,794.14	578,867.25	55.45%
Total Expense:	6,695,501.00	594,107.63	3,539,380.19	52.86%
Retained Earnings:	1,237,276.65	73,959.08	1,764,881.74	142.64%

DETAILED WATER WORKS BALANCE SHEET

Account	Name	Balance
Fund: 1 - WATER FUND		
Assets		
1-101-000	CASH ON HAND	1,238.00
1-102-000	PETTY CASH	300.00
1-103-000	CASH IN BANK	5,992,356.95
1-105-000	LESS : SINKING FUNDS	-293,280.00
1-130-000	ACCOUNTS RECEIVABLE	448,634.25
1-130-001	ACCOUNTS RECEIVABLE-AMP	-6,628.79
1-130-002	UNAPPLIED CREDITS	-41,428.30
1-130-004	NON CURRENT RECEIVABLES	-8,762.63
1-131-000	MISC AR BILLINGS	124,978.56
1-131-002	MISC AR UNAPPLIED CREDITS	-98,101.50
1-132-000	INTEREST RECEIVABLE	5,570.92
1-137-000	PREPAID INSURANCE	82,272.15
1-139-000	PREPAID BILLING SUPPLIES	0.00
1-140-000	MERCHANDISE FOR RESALE	2,738.30
1-141-000	PREPAID LIME SLUDGE	-58,000.00
1-142-000	PREPAID COMPUTER MAINT	21,236.13
1-144-000	DERECHO DAMAGER TRACKING ACCT	0.00
1-145-000	SINKING FUND	293,280.00
1-151-000	TEMP CASH INVESTMENT	306,836.22
1-154-000	CAPITAL RESERVE INVESTMEN	504,899.40
1-156-000	IMPROVEMENT FUND	-100,000.00
1-170-000	LAND	1,115,720.58
1-171-000	CONSTRUCTION IN PROGRESS	1,512,996.24
1-172-000	PLANT & SOURCE OF SUPPLY	21,190,326.56
1-173-000	ACCUMULATED DEPR - PLANT	-11,214,596.45
1-174-000	DISTRIBUTION SYSTEM & PIPE	17,090,917.55
1-175-000	ACCUM DEPR DISTRIBUTION	-4,664,048.74
1-176-000	METERS	2,397,743.22
1-177-000	ACCUM DEPR - METERS	-1,260,298.10
1-178-000	MACHINE & EQUIPMENT	498,409.83
1-179-000	ACCUM DEPR - MACH & EQUIP	-417,577.28
1-180-000	VEHICLES	421,252.29
1-181-000	ACCUM DEPR - VEHICLES	-273,213.37
1-182-000	CAPITAL IMPROVEMENTS	113,916.16
1-183-000	ACCUM DEPR - CAPITAL IMPROVEME	-93,464.15
1-184-000	CAPITAL IMPROV - BUILDINGS	864,188.14
1-185-000	ACCUM DEPR - BUILDINGS	-500,012.83
1-186-000	OFFICE EQUIPMENT	522,758.58
1-187-000	ACCUM DEPR - OFFICE EQUIPMENT	-424,690.46
1-188-000	BOOSTER STATION	220,652.58
1-189-000	ACCUM DEPR - BOOSTER STATION	-103,826.09
	Total Assets:	34,175,293.92
		<u>34,175,293.92</u>
Liability		
1-220-000	ACCOUNTS PAYABLE	121,794.75
1-221-000	A/P PENDING	26,778.89
1-222-004	PAYABLE TO LANDFILL FUND	0.00
1-223-000	DEFERRED AMP REVENUE	-5,194.74
1-225-001	CURRENT REFUNDS PAYABLE	40,602.87
1-226-000	BOND INTEREST PAYABLE	8,213.00
1-228-001	FEDERAL WITHHOLDING	0.00
1-228-002	FICA/MED WITHHOLDING	4,537.99
1-228-003	STATE WITHHOLDING	3.33

Balance Sheet

As Of 01/31/2024

Account	Name	Balance
1-228-004	UNITED WAY	0.00
1-228-005	UNION DUES	0.00
1-228-006	INS WITHHELD	0.00
1-228-007	PRETAX INSURANCE WITHHELD	0.00
1-228-008	UNREIMB MEDICAL	0.00
1-228-010	PENSION	2,030.77
1-228-011	IPERS	3,685.04
1-228-012	COBRA	364.73
1-228-014	INS DEDUCTIBLE WITHHELD	-24,245.16
1-228-015	VOLUNTARY LIFE INSURANCE	0.00
1-228-016	CHILD SUPPORT	0.00
1-228-017	AFLAC	18.18
1-228-018	DENTAL INSURANCE WITHHELD	0.00
1-228-019	VISION INSURANCE WITHHELD	0.00
1-228-020	ACCRUED VACATION	181,552.03
1-228-021	ACCRUED PAYROLL	61,538.55
1-228-022	HSA	0.00
1-229-000	ACCRUED SALES TAX	69,758.69
1-229-001	AR MISC STATE SALES TAX	9.35
1-229-002	AR MISC CITY SALES TAX	1.57
1-229-003	AR MISC SCHOOL SALES TAX	0.00
1-239-000	SRF LOAN	1,960,897.25
1-240-000	WA REVENUE CAPITAL LOAN NOTE	4,996,000.00
	Total Liability:	<u>7,448,347.09</u>
Equity		
1-270-000	RETAINED EARNINGS	24,962,065.09
	Total Beginning Equity:	<u>24,962,065.09</u>
Total Revenue		5,304,261.93
Total Expense		3,539,380.19
Revenues Over/Under Expenses		<u>1,764,881.74</u>
	Total Equity and Current Surplus (Deficit):	<u>26,726,946.83</u>
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>34,175,293.92</u></u>

DETAILED POOLED CASH

Account	Name	Balance
Fund: 9 - POOLED CASH		
Assets		
9-103-000	POOLED CASH	6,783,688.31
9-106-000	POOL CASH - SW DEPOSITS	164,275.00
9-190-001	DUE FROM WATER FUND	26,778.89
9-190-002	DUE FROM SEWER FUND	4,306.74
9-190-003	DUE FROM STORM SEWER FUND	4,175.81
9-190-004	DUE FROM LANDFILL FUND	0.00
9-190-006	DUE FROM SW MTR DEPOSIT	0.00
	Total Assets:	<u>6,983,224.75</u>
		<u><u>6,983,224.75</u></u>
Liability		
9-221-000	ACCOUNT PAYABLE	35,261.44
9-222-000	DUE TO OTHER FUNDS	6,776,293.31
9-222-006	DUE TO SW MTR DEPOSITS	171,670.00
9-228-000	WAGES PAYABLE	0.00
	Total Liability:	<u>6,983,224.75</u>
Equity		
9-270-000	RETAINED EARNINGS	0.00
	Total Beginning Equity:	0.00
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>6,983,224.75</u></u>

MARSHALLTOWN WATER WORKS
INVESTMENT BREAKDOWN
January, 2024

ACCOUNT	FUND	JANUARY INTEREST RATE	DECEMBER INTEREST RATE	DATE ISSUED	DATE MATURED	CURRENT VALUE	PREVIOUS VALUE
UNITED BANK & TRUST		1.26%	1.26%	07/01/07	DAILY	\$ 7,001,895.45	\$ 6,867,103.72
UNITED BANK & TRUST - SWEEP ACCT		1.26%	1.26%	07/03/17	DAILY	\$ 1,000.00	\$ 1,000.00
TRANSFER IN TRANSIT(SWEEP TO OP)						\$ 1.13	\$ 0.99
CD 59763 (GNB)	General	4.85%	4.85%	02/23/23	02/23/24	\$ 100,000.00	\$ 100,000.00
CD 740723736 MidWestOne Bank	Cap Reserve	5.41%	5.41%	12/21/23	12/21/24	\$ 300,000.00	\$ 300,000.00
CD (Pinnacle Bank)	General	5.57%	5.57%	10/05/23	10/05/24	\$ 100,000.00	\$ 100,000.00
CD 59295 (GNB Bank)	General	5.47%	5.47%	09/08/23	09/08/24	\$ 100,000.00	\$ 100,000.00
CD 59296 (GNB Bank)	General	5.47%	5.47%	09/08/23	09/08/24	\$ 100,000.00	\$ 100,000.00
SUB TOTAL						\$ 7,702,896.58	\$ 7,568,104.71

CURRENT TOTAL	\$7,702,896.58
Current Average Monthly Yield	1.633%
LAST MONTH TOTAL	\$7,568,104.71
Last Month Average Monthly Yield	1.534%
LAST YEAR TOTAL	\$6,863,045.91
Last Year Average Monthly Yield	0.804%

MARSHALLTOWN WATER WORKS
 CAPITAL IMPROVEMENTS
 JULY 1, 2023 - JUNE 30, 2024
 AS OF JANUARY 31, 2024

	Project		APPROVED BUDGET			EXPENDITURES			REMAINING
	#		2023-2024	PRIOR YEARS	TOTAL	2023-2024	PRIOR YEARS	TOTAL	EXPENDITURES
1172-000-PLANT & SOURCE OF SUPPLY									
Inspect/Rehab 2 Wells	135	21904	\$200,000.00	\$400,000.00	\$600,000.00	\$65,572.35	\$161,401.21	\$226,973.56	\$373,026.44
Chemical Feed System upgrades	143	12005	\$10,000.00		\$10,000.00	\$100.00		\$100.00	\$9,900.00
Valve and actuator replacement			\$50,000.00	\$150,000.00	\$200,000.00		\$104,868.68	\$104,868.68	\$95,131.32
CO2 Feed Upgrades				\$400,000.00	\$400,000.00		\$22,565.91	\$22,565.91	\$377,434.09
Treatment Expansion	144	12006	\$8,704,736.00	\$1,985,186.00	\$10,689,922.00	\$1,318,558.76	\$1,426,717.16	\$2,745,275.92	\$7,944,646.08
Wellfield Expansion	148	22101		\$400,000.00	\$400,000.00	\$5,720.00	\$179,921.76	\$185,641.76	\$214,358.24
PLC Upgrade	136	12002		\$497,271.57	\$497,271.57	\$125,784.74	\$236,455.42	\$362,240.16	\$135,031.41
Plumbing Replacement				\$100,000.00	\$100,000.00	\$5,899.75	\$26,697.33	\$32,597.08	\$67,402.92
Widen Driveway				\$100,000.00	\$100,000.00				\$100,000.00
Roof Replacement	147	12007		\$150,000.00	\$150,000.00	\$56,222.83	\$129,527.22	\$185,750.05	
Electrical Upgrades			\$70,000.00		\$70,000.00				\$70,000.00
HVAC Replacement			\$220,000.00		\$220,000.00				\$220,000.00
Exterior Lighting			\$10,000.00		\$10,000.00				\$10,000.00
1170-000-LAND				\$100,000.00	\$100,000.00				\$100,000.00
1174-000-DISTRIBUTION SYSTEM									
Valve and Hydrant Replacement			\$210,000.00	\$50,000.00	\$260,000.00	\$241,384.98	\$11,796.50	\$253,181.48	\$6,818.52
Water Mains: Replace, Extend, Relocate, Loop									
- 4th Avenue			\$70,000.00		\$70,000.00	\$9,900.00		\$9,900.00	\$60,100.00
- S 5th and S 6th Avenue Replacement	149	32101		\$200,000	\$200,000.00	\$78,921.86	\$184,802.17	\$263,724.03	
City/MWW Projects									
- State Street			\$250,000	\$250,000	\$500,000.00		\$265,654.28	\$265,654.28	\$234,345.72
D S Hydraulic Model	153	32301		\$93,500.00	\$93,500.00	\$62,605.05	\$25,655.00	\$88,260.05	\$5,239.95
South Tower Generator			\$11,000.00		\$11,000.00	\$10,696.33		\$10,696.33	
South Tower Exterior Coating			\$200,000.00		\$200,000.00				\$200,000.00
Storage Building				\$200,000.00	\$200,000.00				\$200,000.00
Trailer			\$25,000.00		\$25,000.00	\$16,995.00		\$16,995.00	
Breaker			\$15,000.00		\$15,000.00	\$15,144.45		\$15,144.45	
Tampers			\$10,000.00		\$10,000.00				\$10,000.00
Truck Utility Box			\$12,000.00		\$12,000.00	\$12,240.00		\$12,240.00	
Lawn Rake			\$3,000.00		\$3,000.00				\$3,000.00
Water Tower Repairs	161	32312	\$170,000.00		\$170,000.00	\$81,695.00		\$81,695.00	\$88,305.00
1176-000 - METERS									
- Routine Meter Program			\$100,000.00	\$400,000.00	\$500,000.00	\$13,476.24	\$243,737.46	\$257,213.70	\$242,786.30
- Meter/Touch Pad Upgrade Program	155	92301	\$700,000.00	\$346,900.00	\$1,046,900.00	\$615,568.16	\$57,221.42	\$672,789.58	\$374,110.42
1178-000 - EQUIPMENT									
Dump Truck				\$175,000.00	\$175,000.00		\$46,645.00	\$46,645.00	\$128,355.00
1180-000-VEHICLES			\$40,000.00	\$100,000.00	\$140,000.00	\$44,527.00	\$43,451.05	\$87,978.05	\$52,021.95
1182-000-GENERAL									
1184-000-BUILDING									
Remaining Office Building Interior Updates	137	52001		\$13,485	\$13,485.44		\$11,954.15	\$11,954.15	\$1,531.29
Security Camera			\$5,000.00		\$5,000.00				\$5,000.00
Fireproof Safe			\$3,000.00		\$3,000.00				\$3,000.00
1186-000-OFFICE EQUIPMENT									
Radios	159	102301	\$60,000.00		\$60,000.00	\$19,204.18		\$19,204.18	\$40,795.82
Computer Replacements	156	102201	\$3,000.00	\$25,000.00	\$28,000.00	\$1,549.99	\$23,100.79	\$24,650.78	\$3,349.22
Remaining IT Upgrade	157	102202		\$53,301.06	\$53,301.06	\$17,153.69	\$46,368.78	\$63,522.47	
Tyler Programming Upgrade	158	102203		\$79,000.00	\$79,000.00	\$14,467.84	\$8,715.00	\$23,182.84	\$55,817.16
1188-000 BOOSTER STATION									
Total FY 22-23			\$11,151,736.00	\$6,268,644.07	\$17,420,380.07	\$2,833,388.20	\$3,257,256.29	\$6,090,644.49	\$11,431,506.85

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Marshalltown Water Works ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective December 21, 2023, this Supplemental Letter Agreement dated _____, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: W High Street Water Distribution Improvements.

Client's Authorized Representative: Shelli Lovell

Address: PO Box 1420, Marshalltown, Iowa, 50158, United States

Telephone: 6417537913 **email:** shelli@marshalltownwater.com

Project Manager: Katie Kinsey

Address: 5414 NW 88th Street, Suite 140, Johnston, Iowa 50131

Telephone: 515.957.2373 **email:** kkinsey@sehinc.com

Project Description: The project shall consist of making improvements to the existing Marshalltown Water Works water distribution system. The proposed construction is anticipated to be completed under one (1) contract to include:

Replacement of approximately 2,600 feet of the existing water main on W High Street from S 6th Street to S Center Street.

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

A. Basic Services:

1. Preliminary Engineering

(a) *Kick-off Meeting:* The Project Team will include representatives of the Client and the Consultant. Kick-off meeting will serve to review overall goals, review extent of work, establish project schedules, promote a dialog between the various entities, improve the decision-making process, and expedite design development. The Consultant shall prepare minutes of meetings and keep documentation of other communications.

2. Permitting

- (a) *Permits Determination:* Provide assistance in determining the permits from governmental authorities having jurisdiction to review or approve the final design of the Project.
- (b) *Permits:* Provide technical criteria, written descriptions, and design data for use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the Project; assist Client in consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities. The Client shall be responsible for remittance of payment for any associated permit review fees required by governmental authorities. Consultant shall provide assistance in obtaining the following permits:
1. Iowa Department of Natural Resources (IDNR) Water Construction Permit
 2. Iowa Department of Natural Resources (IDNR) National Pollutant Discharge Elimination System (NPDES) Permit
 3. Iowa Department of Transportation (IDOT) permit(s) to complete work in IDOT right-of-way

3. Design Services

- (a) *Project Team Meetings*: Maintain communications with the Project Team and various other designated representatives. The Project Team will include representatives of the Client and the Consultant. Meet to review progress and discuss specific elements of the project planning and design. The meetings will also serve to establish schedules, develop project goals, establish initial design parameters, promote a dialog between the various entities, improve the decision-making process, and expedite design development. The Consultant shall prepare minutes of meetings and keep documentation of other communications.
- (b) *Quality Control Plan*: Establish review and checking procedures for project deliverables. Designate responsibility for implementation of the plan.
- (c) Review proposed new water main route(s) with Client prior to commencing subsequent work.
- (d) *Control Survey*: Establish horizontal and vertical control for the Project area. Each permanent control point or benchmark shall have horizontal coordinates or elevation, recovery information and monument description. Accurate descriptions of the horizontal control points and benchmarks will be created and recorded on the plan sheets. Horizontal control shall be in state-plane coordinates and vertical control per local datum.
- (e) *Design Survey*: The Consultant shall perform field and office tasks required to collect topographic information deemed necessary to complete the project. The specific supplemental survey tasks to be performed include the following:
 - 1. *Topographic Survey*: Perform topographic surveys required for the development of the project and to supplement any existing topographic mapping provided by the Client. This task also includes verification of the existing topographic mapping. Horizontal and vertical accuracies shall be adequate to produce a map that is compatible with the topographic data for incorporation into the existing base mapping.
 - 2. *Utility Surveys*: Perform utility surveys required for the development of the project. Contact utility owners of record or the "one call" representative, request that buried utilities be marked in the field and obtain existing utility map. Establish coordinates and elevations (if possible) for utilities that fall within the limits of the project and are visible or have been marked on the ground by the utility owner. Show utility name and describe the utility on the plans.
 - 3. *Office Processing*: Complete processing of the data obtained in the field as necessary to incorporate into the project.
- (f) *Prepare Preliminary Plans*: Prepare Preliminary Design Phase drawings of adequate content to present the general nature of construction of the project for review and approval by Client.
- (g) *Prepare Preliminary Project Manual*: Prepare Preliminary Design Phase specifications in outline format for review and approval by Client. It is anticipated that the Preliminary Project Manual shall include:
 - 1. EJCDC Contract Documents for Construction front-end documents and Technical Specifications based on SUDAS with supplemental technical specifications.
- (h) *Preliminary Opinion of Probable Cost*: Based on the information contained in the Preliminary Design Phase documents, prepare an Opinion of Probable Construction Cost, and assist Client in collating the various cost categories which comprise Total Project Costs.
- (i) *Furnish Preliminary Design Documents to Client*: Furnish review copies of the Preliminary Design Phase documents and any other deliverables to Client and review them with Client. Client shall submit to Consultant any comments regarding the Preliminary Design Phase documents and any other deliverables.
- (j) *Right-of-Way/Easements Determination*: Provide assistance in determining extents of additional Right-of-Way or easements that will be necessary for construction and maintenance of the project. Legal/Property Surveys and preparation of acquisition plats or easements, if required, shall be included as Additional Services.

- (k) *Utility Company Coordination*: The Consultant will coordinate with utility companies that have utilities in the project area to determine if any potential conflicts with existing utilities exist, and to determine if any measures will be necessary to relocate existing utilities or revise locations of proposed improvements. The Consultant will rely on maps and other information provided by utility companies and is not responsible for the accuracy of the information provided by the utility companies. Excavation to expose buried utilities is not a responsibility of the Consultant.
- (l) *Review Meeting(s)*: Meet with representatives of the Client to discuss elements of the preliminary design. Consultant will prepare and disperse minutes of the meeting. Anticipated number of meetings during the preliminary design phase is one (1).
- (m) *Field Review of Preliminary Drawings*: A Field Exam will be conducted by the Project Team to discuss key issues and design concepts and to determine completeness of the preliminary drawings. The review will identify needed adjustments to minimize potential project construction issues. Revisions will be noted for incorporation into the final Preliminary Design Phase drawings.
- (n) *Revise Preliminary Design Documents*: Revise the Preliminary Design Phase documents and any other deliverables in response to Client's comments, as appropriate, and furnish to Client copies of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other deliverables after receipt of Client's comments.
- (o) *Prepare Final Drawings*: Prepare final Drawings indicating the scope, extent, and character of the Work to be performed and furnished by Contractor.
- (p) *Prepare Final Project Manual*: Prepare Final Design Phase specifications (Project Manual) for review and approval by Client. The Project Manual shall include:
 - 1. EJCDC Contract Documents for Construction front-end documents and Technical Specifications based on SUDAS with supplemental technical specifications.
- (q) *Final Opinion of Probable Cost*: Advise Client of any adjustments to the Opinion of Probable Construction Cost known to Consultant. Provide updated Opinion of Probable Construction Cost to Client, if revisions are necessary.
- (r) *Review Meeting(s)*: Meet with representatives of the Client to discuss elements of the final design. Consultant will prepare and disperse minutes of the meeting. Anticipated number of meetings during the final design phase is one (1).
- (s) *Bid Documents Packaging*: Prepare and furnish bidding documents for review by Client, its legal counsel, and other advisors, and assist Client in the preparation of other related documents. Client shall submit to Consultant any comments and instructions for revisions.
 - 1. Revise the bidding documents in accordance with comments and instructions from the Client, as appropriate, and submit final copies of the bidding documents, and any other deliverables to Client after receipt of Client's comments and instructions.
- (t) *Deliverables*: Deliverables to the Client from the Consultant during the Final Design Phase shall be as follows:
 - 1. Review copies of Preliminary Design Documents (plans and specifications): Two (2) hard copies and one (1) electronic copy in .pdf format. Drawings shall be in 11"x17" size.
 - 2. Review copies of Final Design Documents (plans and specifications): Two (2) hard copies and one (1) electronic copy in .pdf format. Drawings shall be in 11"x17" size.
 - 3. Final Bid Documents (plans and project manual): Two (2) hard copies and one (1) electronic copy in .pdf format. Drawings shall be in 11"x17" size.
 - 4. Minutes of meeting(s).

B. Additional Services:

Additional services will be provided by the Consultant upon the request of the Client. These services may include:

- (a) Services resulting from significant changes in the scope, extent, or character of the portions of the project designed or specified by the Consultant including, but not limited to, changes in size, complexity, Client's schedule, character of construction, or method of financing. These services may also be as a result of changes in laws or regulations or other causes beyond the Consultant's control.
- (b) Property/legal surveys, acquisition plats and preparation of easements needed for the transfer of interests in real property.
- (c) Serving as a consultant or witness for the Client in any litigation, arbitration, or other dispute resolution process related to the project.
- (d) Assistance in connection with Bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
- (e) Other services performed by the Consultant not otherwise provided for in this Agreement, examples of which are listed below:
 - 1. Environmental Assessment/NEPA Compliance Services
 - 2. Wetland Assessment/Mitigation Services
 - 3. Services associated with obtaining permits not included in Basic Services scope above
 - 4. Subsurface Utility Exploration Services
 - 5. Geotechnical Services
 - 6. Bidding Services
 - 7. Construction Services

Payment: In consideration of the services, work, equipment, supplies, or materials provided herein, the Client agrees to pay the Consultant the following fees:

1) Compensation for Basic Services – Standard Hourly Rate Not to Exceed Method of Payment

- a) Client shall pay Consultant for Basic Services items A.1 through A.3 as described above, as set forth in Exhibit A-1, as follows:

Total Not-to-Exceed fee of \$47,816.00, based on the Consultant's standard hourly rates and expenses. The anticipated breakdown of the Total Not-to-Exceed Fee for engineering services is as follows:

Preliminary Engineering	\$4,575.00
Permitting	\$1,944.00
Design Services	<u>\$41,297.00</u>
Total Not-to-Exceed Fee	\$47,816.00

- i) Consultant may alter the distribution of compensation between individual phases noted above to be consistent with services actually rendered, but shall not exceed the total Not-to-Exceed fee amount unless approved in writing by the Client.
- ii) An amount equal to the cumulative hours charged to the Project by each class of Consultant's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Expenses and Consultant's Subconsultants' charges, if any.
- iii) Consultant's Expenses Schedule and Standard Hourly Rates are included in Attachments 1 and 2.

2) Compensation for Additional Services - Standard Hourly Rates Method of Payment

- a) Client shall pay Consultant for Additional Services, as set forth in Exhibit A-1 as follows:

- i) An amount equal to the cumulative hours charged to the Project by each class of Consultant's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Expenses and Consultant's Subconsultants' charges, if any
- ii) Consultant's Expenses Schedule and Standard Hourly Rates are included in Attachments 1 and 2.

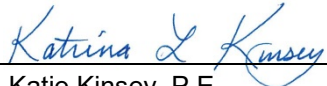
The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1. Additional work, if required, shall be compensated in accordance with the rate schedule attached hereto as Attachment 1 and 2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None

Short Elliott Hendrickson Inc.

Marshalltown Water Works

By: 
Katie Kinsey, P.E.
Title: Client Service Manager

By: _____
Shelli Lovell
Title: General Manager

Exhibit A-1
to Supplemental Letter Agreement
Between Marshalltown Water Works (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated _____, 2024

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

ATTACHMENT 1

SEH HOURLY BILLABLE RATES – 2024

CLASSIFICATION - OFFICE STAFF	BILLABLE RATE ⁽¹⁾
Principal	\$195.00 – \$335.00
Project Manager	\$160.00 – \$295.00
Senior Project Specialist	\$155.00 – \$280.00
Project Specialist	\$115.00 – \$215.00
Senior Professional Engineer I	\$135.00 – \$225.00
Senior Professional Engineer II	\$165.00 – \$280.00
Professional Engineer	\$125.00 – \$200.00
Graduate Engineer	\$100.00 – \$170.00
Senior Architect	\$145.00 – \$260.00
Architect	\$125.00 – \$190.00
Graduate Architect	\$100.00 – \$135.00
Senior Landscape Architect	\$135.00 – \$210.00
Landscape Architect	\$110.00 – \$155.00
Graduate Landscape Architect	\$100.00 – \$125.00
Senior Scientist	\$150.00 – \$215.00
Scientist	\$105.00 – \$170.00
Graduate Scientist	\$95.00 – \$135.00
Senior Planner	\$155.00 – \$250.00
Planner	\$125.00 – \$190.00
Graduate Planner	\$105.00 – \$150.00
Senior Right of Way Specialist	\$140.00 – \$200.00
Right of Way Specialist	\$90.00 – \$150.00
Senior GIS Analyst	\$130.00 – \$215.00
GIS Analyst	\$120.00 – \$185.00
Project Design Leader	\$145.00 – \$230.00
Lead Technician	\$125.00 – \$205.00
Senior Technician	\$105.00 – \$165.00
Technician	\$75.00 – \$145.00
Graphic Designer	\$105.00 – \$170.00
Administrative Professional	\$65.00 – \$160.00

CLASSIFICATION - FIELD STAFF	BILLABLE RATE ⁽¹⁾
Professional Land Surveyor	\$135.00 – \$205.00
Lead Resident Project Representative	\$110.00 – \$195.00
Senior Project Representative	\$110.00 – \$170.00
Project Representative	\$90.00 – \$155.00
Survey Crew Chief	\$100.00 – \$165.00
Survey Instrument Operator	\$70.00 – \$125.00

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project. The rates shown are subject to change.



Effective: January 1, 2024
Expires: December 31, 2024

ATTACHMENT 2

SEH SCHEDULE OF EXPENSES – 2024

Vehicle Mileage Rates

2024 IRS Rate TBD

Vehicle Allowance Costs

Resident Project Representative\$16.00/day

Survey and Field Vehicle \$4.90/hour + 2024 IRS mileage rate/mile

Survey Equipment

Robotic Total Station \$35.00/hour

Global Positioning System (GPS).....\$35.00/hour

Computer Equipment

Computer Charges per Direct Hour of Labor \$5.80/hour

Other Equipment Expenses

SEH uses many different types of equipment, such as traffic counters; flow meters; air, water, and soil sampling kits; inspection cameras; density meters; and many others. Our equipment is frequently upgraded to utilize current technology. You will be charged for equipment usage per your agreement with SEH. Equipment not included on this list that is needed to complete a specific project will be scoped on a per project basis.

IDENTIFIABLE REPRODUCTION AND REPROGRAPHIC COSTS ⁽¹⁾

Item	8½x11	11x17	Large Format	Per Item
Black/White Copy (single-sided, standard white paper)	\$0.07	\$0.24	\$0.95 + \$0.50/sq. ft.	
Color Copy (single-sided, standard white paper)	\$0.46	\$1.02	\$0.95 + \$2.55/sq. ft.	
Mylar			\$5.00	
Laminated Foamcore - up to 30"x42" - larger than 40"x60"			\$40.00 \$75.00	
Binding - wire - comb				\$3.60 \$3.20
Covers - custom - standard				\$0.15 \$0.03
Tabs (white)				\$0.20
Mailing/Processing				UPS or USPS rates

(1) SEH assumes that reports will be prepared and delivered electronically. On the occasion where reports or other reprographic services are needed, these reports and reprographic services will be scoped and costed on a per project basis determined by the need of the project and specific service requested.

Rates and expenses are subject to change and may not be accompanied by immediate notification.



CHANGE ORDER NO.: 1

Owner: Marshalltown Water Works	Owner's Project No.: NA
Engineer: Short Elliott Hendrickson Inc.	Engineer's Project No.: MRSWW 172898
Contractor: Traut Companies	Contractor's Project No.: NA
Project: New Well No. 5A Construction - REBID	
Contract Name: General	
Date Issued: October 20, 2023	Effective Date of Change Order: February 16, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

Provide two additional sonic bores to find an optimal location for the new Well No. 5A. This work includes collection of soil samples at 5' intervals, filling the borehole with chlorinated pea gravel, and perform sieve analysis on the soil samples. Also, includes the cost of mobilization, project coordination, and reporting for a total price of \$51,460.00.

Attachments:

Change Order Proposal from Traut Companies – revised to reflect actual quantities used during construction

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 414,000.00	Original Contract Times: Substantial Completion: August 30, 2024 Ready for final payment: September 30, 2024
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order] : \$ NA	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order] : Substantial Completion: NA Ready for final payment: NA
Contract Price prior to this Change Order: \$ 414,000.00	Contract Times prior to this Change Order: Substantial Completion: August 30, 2024 Ready for final payment: September 30, 2024
Increase this Change Order: \$ 51,460.00	[Increase] [Decrease] this Change Order: Substantial Completion: NA Ready for final payment: NA
Contract Price incorporating this Change Order: \$ 465,460.00	Contract Times with all approved Change Orders: Substantial Completion: August 30, 2024 Ready for final payment: September 30, 2024

Recommended by Engineer

By: Katrina L. Kinsey

Title: Project Manager

Date: February 16, 2024

Authorized by Owner

By: _____

Title: _____

Date: _____

Accepted by Contractor

By: _____

Title: _____

Date: _____

Approved by Funding Agency (if applicable)

By: _____

Title: _____

Date: _____

END OF DOCUMENT

Proposal

January 14, 2024

SEH
 Marshalltown Water Works
 205 E State Street
 Marshalltown, IA 50158

Att: (SEH) Katie Kinsey - **Proposal revised to reflect actual quantities used during construction**
 Re: Marshalltown Pilot Boring for Well # 5A

Scope

1 or 2 (265') 4" Continuous Core x 6" Sonic Liner Boring for Collection of Soil Samples, Collect 2 sets of Soil Samples at 5' Intervals, Fill Borehole with Chlorinated Pea Gravel.
 Perform Sieve Analysis
 Thin Spread Fluid & Cuttings

Service	Unit	Qty	Price	Total
Mobilization / Demobilization	Ea	1	\$4,000.00	\$ 4,000.00
Temp Enviro. Well Notification	Ea	0	\$100.00	\$ -
Per Diem (3 Person Crew)	Night	5 4	\$530.00	\$ 2,650.00 2,120
Project Coord & Report	Ls	1	\$2,000.00	\$ 2,000.00
(265') Pilot Boring well # 5A				
Set Up Charge	Ea	1	\$500.00	\$ 500.00
6" Sonic, 4" Core (0-100')	Ft	100	\$55.00	\$ 5,500.00
6" Sonic, 4" Core (100-150')	Ft	50	\$60.00	\$ 3,000.00
6" Sonic, 4" Core (150-200')	Ft	50	\$65.00	\$ 3,250.00
6" Sonic, 4" Core (200-250')	Ft	50	\$70.00	\$ 3,500.00
6" Sonic, 4" Core (250-300')	Ft	15 10	\$75.00	\$ 1,125.00 750.00
Abandonment of Sonic Boring	Ft	265 260	\$17.00	\$ 4,505.00 4,420.00
Alternative (265') Pilot Boring well # 5A				
Set Up Charge	Ea	1	\$500.00	\$ 500.00
6" Sonic, 4" Core (0-100')	Ft	100	\$55.00	\$ 5,500.00
6" Sonic, 4" Core (100-150')	Ft	50	\$60.00	\$ 3,000.00
6" Sonic, 4" Core (150-200')	Ft	50	\$65.00	\$ 3,250.00
6" Sonic, 4" Core (200-250')	Ft	50	\$70.00	\$ 3,500.00
6" Sonic, 4" Core (250-300')	Ft	15 10	\$75.00	\$ 1,125.00 750.00
Abandonment of Sonic Boring	Ft	265 260	\$17.00	\$ 4,505.00 4,420.00
Logging, Sampling and Testing				
Sieve Analysis	Ls	2	\$500.00	\$ 1,000.00
Collect Soil Samples, Bag and Take Pictures	Ls	2	\$250.00	\$ 500.00
Misc				
Access Time	Hr	0	\$400.00	\$ -
Standby Time	Hr	0	\$400.00	\$ -
Estimated Total \$				52,910.00 51,460.00

If you should have any questions, please feel free to contact me at (320) 251-5090.
 Daryl Karasch - Sonic Drill Manager

