

January 17, 2024

**This is Task Order No. 7038.036,
consisting of 2 pages.**

Task Order

In accordance with Paragraph 1.01 of the EJCDC Master Agreement between the Owner and Engineer for Professional Services dated September 15, 2008 (Agreement), Owner and Engineer agree as follows:

Specific Project Data

- A. Title: Water and Sewer Utility Cash Flow Analysis**
 - B. Description:** Perform a water and sewer utility cash flow analysis to assist Owner with its long-term water and sewer utility capital improvement plan and review potential water and sewer rates.
- 1. Services of Engineer**—Engineer shall provide the following services to Owner:
 1. Collect the following financial information from Owner:
 - a. Residential and commercial water and sewer rate revenues and volumes billed for 2021, 2022, and 2023 with a breakdown by user classifications and water rate tiers.
 - b. Actual water and sewer utility operation and maintenance expenses for 2021, 2022, and 2023. Budgeted water and sewer utility operation and maintenance expenses for 2024.
 - c. Water and sewer utility capital improvement plan.
 - d. Water utility and sewer utility cash reserve balance for 2023 end of year.
 2. Review Owner's financial information. Prepare a ten-year cash flow analysis for both the water utility and sewer utility in Microsoft Excel spreadsheet to review potential rate increase scenarios with the utility capital improvement plan projects, annual rate revenues, and cash reserves. Provide the water and sewer cash flow analysis spreadsheets to Owner.
 3. Prepare a draft summary letter for review by Owner.
 4. Attend one virtual review meeting with Owner to discuss the draft letter.
 5. Prepare a final summary letter.
 - 2. Owner's Responsibilities**—As shown in Exhibit B.
 - 3. Times for Rendering Services**—Based on a February 10, 2024, anticipated Task Order approval, services will be completed by June 28, 2024.
 - 4. Payments to Engineer**—Owner agrees to pay Engineer for services in accordance with Exhibit C 4.01 A under this Task Order a Method A—Lump Sum of \$14,900.
 - 5. Engineer's Consultants**—None
 - 6. Other Modifications to Master Agreement**—None
 - 7. Attachments**—None
 - 8. Documents Incorporated By Reference**—None

Approval and Acceptance: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____.

Engineer

DRAFT

Signature Date

Joseph M. Bunker
Name

Corporate Secretary
Title

Designated Representative for Task Order:

Philip B. Severson
Name

Project Manager
Title

910 West Wingra Drive
Madison, WI 53715
Address

phil.severson@strand.com
E-Mail Address

608-251-4843
Phone

Owner

DRAFT

Signature Date

Brett DeVore
Name

Mayor
Title

Designated Representative for Task Order:

Dylan Mulfinger
Name

City Administrator
Title

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