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MEMORANDUM

TO: Trevor Walter, PE, Public Works Director
Members of the Utility Commission
Honorable Mayor and Members of the City Council

FROM: Tayler Thom (Lic. MN, WI)

DATE: April 21, 2026

RE: 2025-2026 Water CAMP Spreadsheet Use & Update Memorandum
SEH No. BAXTE 190214 14.00

This memorandum describes the content, use and update needs of the City's Water CAMP spreadsheet. In 2022, the City retained the services of SEH to construct an Excel spreadsheet that lists mutually agreed water system assets for implementation of the Baxter Water System Capital Asset Management Plan (CAMP). SEH continues to maintain and update the CAMP utilizing City invoices, record drawings, City staff recommendations, and GIS updates. These efforts have been in congruence with SEH and City CIP efforts. The following describes the use and instructions to update this spreadsheet.

Basic Description of the City's Water CAMP Spreadsheet

This spreadsheet will here forth be regarded as the "Water System CAMP document" and is intended to assist the City with its:

- a. Annual financial planning and budgeting,
- b. Annual work order development for asset maintenance and replacement matters,
- c. Major asset replacement planning, and
- d. Asset improvements tracking.

The Water System CAMP document asset groups are:

- a. Well Facilities,
- b. Water Treatment Facilities,
- c. Water Towers,
- d. Interconnect Building,
- e. Water Main Assets,
- f. Hydrant Assets, and
- g. Plastic Tees (In Progress).

The Water System CAMP document will assist the City with its year-to-year budgeting process. This document provides the following information for each asset entry:

- a. Useful life in years
- b. Replacement year
- c. Annual maintenance costs, and
- d. Installed cost or replacement cost.

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Depending on the asset group, this spreadsheet identifies the following notable parameters for each asset entry:

- a. Asset location,
- b. Type of asset,
- c. Type of equipment associated with the asset,
- d. Quantity of equipment,
- e. Year of installation,
- f. Predicted year of replacement
- g. Value of equipment/asset,
- h. Value of equipment/asset including installation,
- i. Useful life,
- j. Operations and maintenance percentage of total installed replacement value,
- k. Current installed construction value,
- l. Project replacement value total,
- m. Original operations and maintenance cost per year, and finally,
- n. Projected yearly expenditures or savings.

The City's Water CAMP spreadsheet is intended to be a "living document" annually updated as:

- a. Existing assets are:
 - a. Repaired,
 - b. Replaced, or
 - c. Removed from service.
- b. New assets are added to the City's infrastructure.

Please refer to Attachment B – 2025-2026 Baxter Water System CAMP Spreadsheet Use Instructions for directive on how to update and use the spreadsheet.

CAMP Summary:

This plan outlines the financial requirements projected to maintain and upgrade various components of the water system on a yearly basis. The projected yearly expenditures for the water system capital asset management plan for 2026 to 2036 show minimal, but anticipated fluctuations. The annual total ranges from \$498,697.29 in 2034 to \$1,906,462.20 in 2027, with an average of \$952,678.42. The 5-year annual average varies between \$866,105.43 and \$2,001,319.24, reflecting the diverse financial requirements for maintaining and upgrading the water system over the next decade. It is important to note that these costs do not account for large upcoming asset addition projects, like a new water tower, but cover existing and minor anticipated replacements and repairs.

The yearly breakdown for each asset type including 5-year averaged annual expenditures are shown in Attachment A – 2025-2026 Baxter Water System CAMP Summary Table.

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Attachment A – 2025-2026 Baxter Water System CAMP Summary Table

Attachment B – 2025-2026 Baxter Water System CAMP Spreadsheet Use Instructions

Attachment C – 2026 Water System CAMP

ANNUAL BUDGET
 CAPITAL ASSET MANAGEMENT PLAN
 BAXTER WATER UTILITY
 4/21/2026

	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	5-Year Annual Average	Notes
Water CAMP Update	\$10,500.00	\$11,100.00	\$11,800.00	\$12,500.00	\$10,000.00	\$10,500.00	\$11,000.00	\$11,500.00	\$12,000.00	\$12,500.00	\$9,500.00	\$11,172.73	SEH Annual Update
Wells	\$2,415.00	\$80,600.63	\$84,884.23	\$88,542.68	\$110,568.53	\$88,246.89	\$151,306.18	\$65,616.61	\$157,860.94	\$168,198.11	\$112,627.88	\$64,110.64	
WTP	\$308,219.74	\$1,063,960.49	\$252,854.89	\$213,726.65	\$287,283.42	\$286,460.08	\$768,484.26	\$444,565.25	\$103,697.40	\$422,300.54	\$237,933.73	\$459,690.44	
Water Towers	\$24,317.37	\$199,312.79	\$2,790.01	\$4,975.75	\$3,900.36	\$42,619.18	\$252,330.18	\$66,535.08	\$12,285.23	\$52,195.92	\$51,458.61	\$57,848.98	
Interconnect Building	\$289.80	\$8,333.26	\$319.50	\$4,153.56	\$352.25	\$52,842.64	\$62,376.43	\$5,016.31	\$1,073.81	\$5,530.49	\$83,409.26	\$3,274.03	
Water Main	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	Assumes 3 Water Main Breaks/Year
Hydrants	\$240,826.93	\$393,155.04	\$306,816.52	\$309,635.84	\$197,232.65	\$198,341.36	\$47,818.61	\$56,933.61	\$61,359.38	\$209,491.50	\$245,241.26	\$312,608.58	Assumes a 5 Year Replacement Plan for Aging Hydrants
Plastic Tees	\$0.00	\$0.00	\$0.00	\$1,559.58	\$0.00	\$0.00	\$0.00	\$0.00	\$420.52	\$957.86	\$0.00	\$389.90	
Annual Total	\$736,568.84	\$1,906,462.20	\$809,465.15	\$785,094.07	\$759,337.21	\$829,010.15	\$1,443,315.64	\$800,166.87	\$498,697.29	\$1,021,174.41	\$890,170.75	\$952,678.42	
5-Year Annual Average	\$999,385.49	\$1,017,873.76	\$925,244.45	\$923,384.79	\$866,105.43	\$918,472.87	\$930,704.99	\$1,573,677.73	\$1,638,916.50	\$1,734,404.86	\$2,001,319.24		-



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MEMORANDUM

TO: Trevor Walter, PE, Public Works Director

FROM: Tayler Thom (Lic. MN, WI)

DATE: April 21, 2026

RE: 2025-2026 Baxter Water System CAMP Spreadsheet Use Instructions
SEH No. BAXTE 190214 14.00

How to Use the City's Water CAMP Spreadsheet

Execute the following steps to perform the annual water CAMP spreadsheet update:

- a. With the spreadsheet open, save the document to a new file such as 20XX Baxter Water CAMP Update.xlsx to keep a record of each update.
- b. Go to the first tab called Wells.
- c. **Wells:**
 - i. Update the Annual Interest Rate that you'd like to consider, and
 - ii. Update the Current Year.
 - iii. **Asset Identification**
 1. Columns C through F provide identification of each asset within the Well asset group.
 2. Review each row and update the information for each asset as appropriate.
 3. Insert or delete rows as needed to complete updating the asset list for the Well asset group.
 4. When adding or deleting an asset, be sure to do so in whole row increments.
 - iv. **Columns G through I and L through P**
 1. Review each row listing the various asset items.
 2. Make any updates to those rows as appropriate between Columns G and I.
 3. Make any updates to those rows as appropriate between Columns L and P.
 - v. **Projected Yearly Expenditures or Savings:**
 1. Columns Z through BO provide a schedule of the expected yearly costs that the City should consider for use in the budgeting process for the maintenance, repair & replacement costs for each asset.
 2. When editing Columns M between P, make a comparison with the historical expenditures the City applied on annual maintenance on each asset with the value shown in the applicable Projected Yearly Expenditures column for the previous year (Columns V through BO).
 3. Consider adjusting the values in Columns M through P to reflect a more accurate trend in spending on that asset.
 4. Be sure to recognize some assets do not require annual maintenance but maybe every other year or even every 5 years. In that case the sum of annual values should be compared against the expenditures made over similar time periods.
 - vi. Save your work on the new file.

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- d. **WTP:**
- i. Verify that the Annual Interest Rate and Current year updated from your entry on the Wells sheet.
 - ii. **Asset Identification**
 1. Columns B through F provide identification of each asset within the WTP asset group.
 2. Review each row and update the information for each asset as appropriate.
 3. Insert or delete rows as needed to complete updating the asset list for the WTP asset group.
 4. When adding or deleting an asset, be sure to do so in whole row increments.
 - iii. **Columns G through P**
 1. Review each row listing the various asset items.
 2. Make any updates to those rows as appropriate between columns G through P.
 - iv. **Projected Yearly Expenditures or Savings:**
 1. Columns Z through BO provide a schedule of the expected yearly costs that the City should consider using, or at least reference, in the budgeting process for the maintenance, repair & replacement costs for each asset.
 2. When editing Column P, make a comparison with the historical expenditures the City applied on annual maintenance on each asset with the value shown in the applicable Projected Yearly Expenditures column for the previous year (columns Z through BO).
 3. Consider adjusting the value in Column P to reflect a more accurate trend in spending on that asset.
 4. Be sure to recognize some assets do not require annual maintenance but maybe every other year or even every 5 years. In that case the sum of annual values should be compared against the expenditures made over similar time periods.
 - v. Save your work on the new file.
- e. **Water Towers:**
- i. Verify that the Annual Interest Rate and Current year updated from your entry on the Wells sheet.
 - ii. **Asset Identification**
 1. Columns B through F provide identification of each asset within the Water Tower asset group.
 2. Review each row and update the information for each asset as appropriate.
 3. Insert or delete rows as needed to complete updating the asset list for the Water Tower asset group.
 4. When adding or deleting an asset, be sure to do so in whole row increments.
 - iii. **Columns G through I and M through P**
 1. Review each row listing the various asset items.
 2. Make any updates to those rows as appropriate between Columns G and I.
 3. Make any updates to those rows as appropriate between Columns M and P.
 - iv. **Projected Yearly Expenditures or Savings:**
 1. Columns AA through BP provide a schedule of the expected yearly costs that the City should consider for use in the budgeting process for the maintenance, repair & replacement costs for each asset.
 2. When editing Columns M between P, make a comparison with the historical expenditures the City applied on annual maintenance on each asset with the value shown in the applicable Projected Yearly Expenditures column for the previous year (Columns AA through BP).
 3. Consider adjusting the values in Columns M through P to reflect a more accurate trend in spending on that asset.

4. Be sure to recognize some assets do not require annual maintenance but maybe every other year or even every 5 years. In that case the sum of annual values should be compared against the expenditures made over similar time periods.
 - v. Save your work on the new file.
- f. **Interconnect Building:**
- i. Verify that the Annual Interest Rate and Current year updated from your entry on the Wells sheet.
 - ii. **Asset Identification**
 1. Columns C through F provide identification of each asset within the Interconnect Building asset group.
 2. Review each row and update the information for each asset as appropriate.
 3. Insert or delete rows as needed to complete updating the asset list for the Interconnect Building asset group.
 4. When adding or deleting an asset, be sure to do so in whole row increments.
 - iii. **Columns G through H and L through P**
 1. Review each row listing the various asset items.
 2. Make any updates to those rows as appropriate between Columns G and H.
 3. Make any updates to those rows as appropriate between Columns L and P.
 - iv. **Projected Yearly Expenditures or Savings:**
 1. Columns Z through BO provide a schedule of the expected yearly costs that the City should consider for use in the budgeting process for the maintenance, repair & replacement costs for each asset.
 2. When editing Columns L between P, make a comparison with the historical expenditures the City applied on annual maintenance on each asset with the value shown in the applicable Projected Yearly Expenditures column for the previous year (Columns Z through BO).
 3. Consider adjusting the values in Columns L through P to reflect a more accurate trend in spending on that asset.
 4. Be sure to recognize some assets do not require annual maintenance but maybe every other year or even every 5 years. In that case the sum of annual value should be compared against the expenditures made over similar time periods.
 - v. Save your work on the new file.
- g. **Water Mains:**
- i. Verify that the Annual Interest Rate and Current year updated from your entry on the Wells sheet.
 - ii. Data for this spreadsheet was obtained from the City's GIS database.
 - iii. **Asset Identification**
 1. Columns A through H and W through AH provide identification of each asset within the Water Main asset group.
 2. Review each row and update the information for each asset as appropriate.
 3. Insert or delete rows as needed to complete updating the asset list for the Water Main asset group.
 4. When adding or deleting an asset, be sure to do so in whole row increments.
 - iv. **Columns I through N**
 1. Review each row listing the various asset items.
 2. Make any updates to those rows as appropriate between columns I through N.

- v. Current Project Replacement Value:
 - 1. Column R provides an estimate that the City should consider using, or at least reference, in the budgeting process for the replacement cost of the various segments of water main.
 - 2. When editing Column N, make a comparison with current unit prices for water main replacement. Include reconstruction costs as would apply for the location and route of the water main asset.
 - vi. All 2025 construction projects as-built data/information shall be reviewed and included along with the 2025 construction as-built information for the next CAMP update.
 - vii. Save your work on the new file.
- h. **Hydrants:**
- i. Verify that the Annual Interest Rate and Current year updated from your entry on the Wells sheet.
 - ii. Asset Identification
 - 1. Columns B through E provide identification of each asset within the WTP asset group.
 - 2. Review each row and update the information for each asset as appropriate.
 - 3. Insert or delete rows as needed to complete updating the asset list for the WTP asset group.
 - 4. When adding or deleting an asset, be sure to do so in whole row increments.
 - iii. Column F
 - 1. This column is for notes from anyone reviewing and making edits to this sheet merely to track changes.
 - iv. Columns G through K
 - 1. Review each row listing the various asset items.
 - 2. Make any updates to those rows as appropriate between columns G through K.
 - v. Projected Yearly Expenditures or Savings:
 - 1. Columns U through BJ provide a schedule of the expected yearly costs that the City should consider using, or at least reference, in the budgeting process for the maintenance, repair & replacement costs for each asset.
 - 2. When editing Column K, make a comparison with the historical expenditures the City applied on annual maintenance on each asset with the value shown in the applicable Projected Yearly Expenditures column for the previous year (Columns U through BP).
 - 3. Consider adjusting the value in Column K to reflect a more accurate trend in spending on that asset.
 - 4. Be sure to recognize some assets do not require annual maintenance but maybe every other year or even every 5 years. In that case the sum of annual values should be compared against the expenditures made over similar time periods.
 - i. All 2025 construction projects as-built data/information shall be reviewed and included along with the 2025 construction as-built information for the next CAMP update.
 - ii. Save your work on the new file.
- i. **Plastic Tees:**
- i. This tab population continues to progress but is not included in the CAMP annual budget summary. As the acquisition of data becomes more complete, this asset type will be included in the annual budget summary.

Memorandum
April 21, 2026
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2026 Baxter Water System CAMP
c: Trevor Thompson, Assistant City Engineer
James Lueck, Streets and Utilities Supervisor
Scott Shelito, Water and Sewer Lead Operator

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