



STAFF REPORT UTILITIES COMMISSION

Agenda Date: 5/6/2026
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Accept the 2025-2026 Water CAMP Project Update Memorandum

Approval Required: No Action Required

BACKGROUND

SEH is under contract to provide assistance to the City to update the Capital Asset Management Plan (CAMP). The City's "Water CAMP document" is an Excel spreadsheet that lists mutually agreed upon water system assets for the City of Baxter's Water System. The CAMP includes a summary tab with a timeline and cost for replacement of existing components. This document is used for annual financial planning and budgeting, developing annual work orders for asset maintenance and replacement, and tracking asset improvements. The asset groups to be updated include wells, WTP, water towers, interconnect building, water mains, and hydrants.

SEH staff met with Public Works and Engineering Staff to identify improvements that were installed or completed over the course of the 2025 calendar year (and associate and update records for projects in previous years as needed to ensure the overall system of distribution components is adequately represented in the CAMP documentation.) The information was incorporated into the CAMP excel file, and the output of this information is summarized in the attached memo.

The 2025-2026 Water CAMP Update Summary memo is included for acceptance. In addition, a sample printout of specific sections of the CAMP will be available for review to identify the level of detail that is included in the full excel file.

FINANCIAL IMPLICATIONS

The project was included in the 2026 Water Enterprise fund budget.

STAFF RECOMMENDATIONS

Staff recommends acceptance of the 2025-2026 Water CAMP Project Update Memorandum.

COUNCIL ACTION REQUESTED

MOTION to accept the 2025-2026 Water CAMP Project Update Memorandum.