



STAFF REPORT UTILITIES COMMISSION

Agenda Date: 4/2/2025
Agenda Section: Information Only

Department Origination: Public Works

Agenda Item: Water Enterprise Fund 20-year CIP and 2025 CAMP Update Monthly Update

Approval Required: No Action Required

BACKGROUND

SEH is under contract to provide assistance to the City to evaluate potential water system projects, including providing an opinion of probable cost for projects for a long-term CIP. The CIP is intended to assist staff with reviewing future water project needs to assist with long term financial planning and establishing water rates for users. SEH met with City staff on multiple occasions to evaluate future projects, timelines, and project cost to complete an initial list of long-term CIP for projects related to the water system. A summary memo and table of the Water CIP (By Year) is proposed to be presented at the April Utility Commission meeting.

In addition, SEH will be assisting the City in updating the "Water CAMP document", an Excel spreadsheet that lists mutually agreed upon water system assets for the City of Baxter's Water System Capital Asset Management Plan (CAMP). This document will assist in 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 will help the City identify and update asset entries for useful life in years, annual maintenance costs, and installed or replacement costs, confirming past City experience, as needed. Progress to date includes SEH staff meeting with City staff for a variety of items at the water plant to document previous expenses. SEH will continue coordination with Engineering Staff to identify other improvements that were installed or completed over the course of the 2024 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.)

FINANCIAL IMPLICATIONS

The project expenses will be covered by the City's water fund.

STAFF RECOMMENDATIONS

NA

COUNCIL ACTION REQUESTED

NA