



STAFF REPORT CITY COUNCIL

Agenda Date: 2/17/2026
Agenda Section: Consent Agenda

Department Origination: Public Works

Agenda Item: Approve SEH Contract in the Not To Exceed amount of \$9,500.00 for 2025 - 2026 Water System Capital Asset Management Plan (CAMP) Updates

Approval Required: Simple Majority Vote

BACKGROUND

SEH has updated Baxter's Water System Capital Asset Management Plan (CAMP) for several years. 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. The work under this project includes adding assets that were constructed or repaired in 2025.

SEH prepared a contract for engineering services for the 2026 CAMP Update. A copy of the contract is included for reference.

FINANCIAL IMPLICATIONS

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

STAFF RECOMMENDATIONS

The Utilities Commission and staff recommend approval of the SEH Contract in the Not To Exceed amount of \$9,500.00 for 2025 - 2026 Water System Capital Asset Management Plan (CAMP) Updates.

COUNCIL ACTION REQUESTED

MOTION to approve the SEH Contract in the Not To Exceed amount of \$9,500.00 for 2025 - 2026 Water System Capital Asset Management Plan (CAMP) Updates.