

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Amended AE2S SCADA Task Order 03-26 for Supervisory Control And Data Acquisition (SCADA) services

Prepared By: Gary Peters, Public Works Director

Meeting Date: August 3, 2026

Issue:

There are times that the Public Works Utility and Water Departments need emergency Supervisory Control And Data Acquisition (SCADA) services. The amount of money set aside for these issues needs to be increased.

Overview:

SCADA Task Order 03-26 covers emergency instrumentation and control issues. This would include computer malfunctions, programming failure at a lift station, chemical feed reset at the water treatment plants, etc. Time invoiced under this task order would be for making sure that the system is back up and running properly. Any further work needed, or other SCADA tasks that may be needed, will have their own task order assigned to them.

Fiscal Impact:

The following work has been invoiced through this Task Order for 2026:

- Working with Loffler for WatchGuard firewall issues needed to update for cyber security – needed license renewals and programming updates(multiple day project)
- Trouble shooting wet well transducer issues at LS #5
- Reprogramming of WTP chemical feed totalizer inputs for improved accuracy needed for MN Department of Health monthly reporting (multiple day project)
- Un-deploying and removing alarm capabilities for Well #5 decommissioning
- Resolving PLC issues and updating reporting items at LS #3, LS #13, LS #22

There was \$10,000.00 set aside for the cost of these emergency services, and to date, \$9,611.97 has been invoiced. Amendment No.1 to SCADA Task Order 03-26 was drafted to increase the amount of money available for issues that may arise in 2026 and is attached for review. Public Works is asking that the task order be amended and increased by \$10,000.00 to cover any further issues for the rest of 2026.

Recommended City Council Action:

Motion to approve Amendment No.1 to AE2S SCADA Task Order 03-26 for Supervisory Control And Data Acquisition (SCADA) instrumentation and control services to the City of Minnetrista for emergency services in the amount of \$10,000.00.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Amendment No. 1 to Task Order No. 7 (SCADA Task Order 03-26)

Effective Date of Task Order: **January 1, 2026**
CLIENT: **City of Minnetrista**
AE2S: **Advanced Engineering and Environmental Services, LLC
(AE2S)**
Specific Project: **2026 General I&C Support Services**

Nature of Amendment:

- ☒ Modification to services performed by AE2S
- ☒ Modification of payment to AE2S

Description of Modifications:

- a. This amendment is requested as an increase to the authorized budget under the existing Task Order No. 7 (SCADA Task Order 03-26) for 2026 General I&C Support Services for on-call, as-needed support of the SCADA system. The original Task Order was established to provide on-call SCADA services throughout the calendar year 2026 with an approved budget of \$10,000. Due to the number of services requested and completed to date, the original budget has been fully utilized. The additional funding provided through this amendment will allow AE2S to continue providing on-call SCADA services for 2026 and is anticipated to be enough to complete the work as needed through year-end.
- b. The Scope of Services currently authorized to be performed by AE2S in accordance with the Task Order and previous amendments, if any, is modified as follows:
 - a. This is an “open-ended” Task Order in which specific tasks will be performed upon request as project requirements are identified. The following are examples of specific tasks that could be performed under this Task Order upon request by Owner:
 - i. Supervisory Control and Data Acquisition (SCADA) software programming services as requested by the CLIENT. Programming modifications and troubleshooting for computers, Programmable Logic Controller (PLC), and Human-Machine Interface (HMI) software.
 - ii. I&C General, Emergency, and Calibration Services
 - 1. Service for system problems will be scheduled in accordance with the severity of the issue. AE2S will work with the CLIENT to assess the severity and discuss an appropriate timeline for a solution.
 - 2. Problems that result in the inability for the operation of the facility will be assessed as soon as possible, inside or outside normal business hours.
 - 3. Non-Emergency problems will be assessed within normal business hours.

4. Technicians will provide all required tools and computer software to perform Input/Output (I/O) Checkout and Instrumentation Calibrations as needed.
 5. Provide service reports to CLIENT indicating the original problem, the testing procedures used to investigate the problem, the resolution to the problem and the time required to resolve the problem.
 6. If the replacement of equipment is required to resolve the problem, the technician will discuss with the CLIENT and work to procure and replace the equipment under the CLIENT's direction. Costs of the devices, consumables for installing the devices, or other direct, non-labor expenses are reimbursable and shall be borne by the CLIENT.
- c. The nature of this Task Order and Amendment is for general on call/Emergency services for general SCADA system support tasks. Anything that is more project based, will be handled under separate task orders.
- d. For the Additional Services set forth above, CLIENT shall pay AE2S the following additional compensation on an hourly basis, not to exceed \$10,000, without prior written authorization from CLIENT.

Agreement Summary:

Original agreement amount:	\$ 10,000
Net change for prior amendments:	\$ 0
This amendment amount:	\$ 10,000
Adjusted Agreement amount:	\$ 20,000

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order.

CLIENT and AE2S hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Task Order not modified by this or previous Amendments remain in effect.

The Effective Date of this Amendment is June 1, 2026.

CLIENT:

City of Minnetrista

By:

Date:

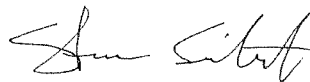
Name:

Title:

AE2S:

Advanced Engineering and Environmental Services,
LLC

By:



Date: Jul 21, 2026

Name: Steve Seibert

Title: Operations Manager