



**BOLTON
& MENK**

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VIA EMAIL

September 12, 2025

Bill Nelson, Water Superintendent
City of Saint James
1205 6th Ave. S.
PO Box 70
St. James, MN 56081
bill.nelson@ci.stjames.mn.us

RE: Drinking Water Asset Management Plan – Engineering Scope and Fee
City of St. James, Minnesota
Project No.: 25X.140411

Dear Mr. Nelson,

As a public water supplier, it is imperative that the drinking water treatment system be reviewed on a consistent basis to ensure safety and optimization of infrastructure. The purpose of a Drinking Water Asset Management Plan is to identify the condition of the existing facility and prepare for future improvements. Bolton & Menk is pleased to present our proposal for engineering services associated with reviewing the water treatment plant and preparing this plan.

I. Asset Management Plan

A. Meetings

1. Kickoff Meeting

A water treatment facility walk-through meeting will kick off the project. The purpose of this meeting is to review the existing Water Treatment Facility with staff and gather information in our discussion and walk-through.

2. Review Meeting

After the initial draft of the plan is completed, a plan review meeting will be held with city staff to review it and identify any additional information from the city that needs to be refined.

B. Plan Preparation

1. Our team will prepare the Drinking Water Asset Management Plan. The plan will include the following parts:

- a) Part 1 – Drinking Water Supply, Treatment, and Storage Reservoir Evaluation**
 - Includes Remote Operated Vehicle inspection of the 1-million-gallon ground storage reservoir. Remote Operated Vehicle inspection allows for an evaluation of the interior of the reservoir without having to take the tank

out of operation. This will identify any coating, structural, or other deficiencies in the reservoir.

- b) Part 2 – Recommended Improvements
- c) Part 3 – Costs of Improvements, and Life Cycles of Infrastructure

C. Fee and Schedule

1. We propose completing the Drinking Water Asset Management Plan with an hourly not to exceed fee of \$27,965.00. The value of this proposal cannot increase without your further authorization.
2. We will review the record drawings and specifications for the drinking water system before our kickoff meeting. The plan development will follow the general schedule below:
 - Kickoff Meeting October 2025
 - ROV Inspection Fall 2025
 - Initial Draft Review January 2026
 - Final Asset Management Plan April 2026

Please let me know if you have any questions regarding preparing the Drinking Water Asset Management Plan, our scope, or our fee. You can contact me at John.Graupman@bolton-menk.com or 507-380-0433.

Thank you for allowing Bolton & Menk to serve as your engineer and assist with this report.

Sincerely,

Bolton & Menk, Inc.



John Graupman, P.E.

Water/Wastewater Practice Leader | Principal

cc: Gunnar Kern – Bolton & Menk, Inc.
Adam Jacobs – Bolton & Menk, Inc.
Amanda Knoll – City of St. James