

# CONSENT ITEM – 8L



## MEMORANDUM

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**DATE:** March 9, 2026

**TO:** Honorable Mayor and City Councilmembers  
Jessica Jagoe, City Administrator

**FROM:** David Swearingen, P.E. Public Works Director / City Engineer

**SUBJECT:** Professional Services Agreement with Bolton & Menk for the Water System Risk & Resilience Assessment update and Emergency Response Plan update

Budgeted Amount:  
\$20,000

Actual Amount:  
\$11,500

Funding Source:  
Water Utility Fund  
601-49440-43100

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### **Council Should Consider**

Motions to approve, table, or deny the following:

- Risk & Resilience Assessment (RRA) update proposal from Bolton & Menk in the amount of \$5,500.
- Emergency Response Plan (ERP) update proposal from Bolton & Menk in the amount of \$6,000.

### **Background/Discussion**

In October 2018, America's Water Infrastructure Act (AWIA) was signed into law. The law requires community drinking water systems serving more than 3,300 people to conduct risk and resilience assessments and update emergency response plans. This regulatory mandate must be addressed by June 30, 2026 for the RRA and December 31, 2026 for the ERP for communities serving less than 50,000 people.

In general, the AWIA risk and resilience assessments process includes:

- Risks to the water system from malevolent acts and natural hazards
- Resilience of system components
- Monitoring practices for such things as operations, water quality, energy, and security
- Financial Infrastructure of the Utility
- Use, storage, and handling of various chemicals
- Operations and maintenance

The AWIA emergency response plan process includes:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, and;
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

Staff has negotiated a proposal with Bolton & Menk to prepare the required RRA and ERP for submittal to the US EPA as provided in Attachments A & B. Bolton & Menk has key personnel with background and experience to efficiently complete the assessment for Arden Hills.

### **Budget Impact**

The total fee for the scope of work outlined in the proposal is \$11,500. The 2026 operating budget for the water utility fund has sufficient fund balance to cover the expense for preparing the RRA and ERP.

### **Attachments**

Attachment A – Risk & Resilience Assessment Proposal

Attachment B – Emergency Response Plan Proposal