



MEMORANDUM

DATE: October 14, 2025

TO: Water Utility Commission

FROM: Kelly Zylstra, Operations Manager

RE: Approve Amendment to the Professional Services Agreement with SmithGroup, Inc. for the remainder of 2025 through 2027.

During the July 17, 2025, meeting, a PSA was approved with SmithGroup, Inc. to allow for continued support for Diversion Implementation and Reporting Assistance. Since executing that agreement, SmithGroup has supported the Utility and City on diversion-impacted topics which included the Clean Water Plant discharge permit to the Root River, coordination with City IT staff to begin transitioning data storage and digital tools to be hosted on City assets, responded to the Wisconsin Department of Natural Resources (WDNR) questions and information requests on the latest diversion report, coordination with USGS for flow meter equipment removal, re-negotiated contracts with USGS and UW Parkside for Root River monitoring work, and have negotiated with the WDNR for reducing Root River monitoring efforts that will save the Utility and City costs while continuing to satisfy diversion reporting requirements.

The July PSA was authorized for \$25,000 to allow SmithGroup to continue to provide uninterrupted support while a longer-term assistance proposal could be developed. This amendment maintains the existing contract terms and conditions and adds scope and budget to provide continued support for ongoing tasks required by the diversion and new tasks that are required in the Root River discharge permit. This amendment covers anticipated work through December 31, 2027. This Amendment includes the following tasks:

- Provide project management support including monthly coordination meetings with the Utility.
- Lead coordination with the Utility, City, Clean Water Plant, and City IT to migrate data stored on consultant infrastructure to be hosted on City digital assets.
- Support the water softener removal and optimization program and chloride reduction reporting to the WDNR.
- Updating pre-diversion reporting statistics to provide consistency with post-diversion reporting requirements.
- Lead the technical development, oversight, and reporting for the post-diversion Root River monitoring required by the diversion.
- Support the Clean Water Plant implementation of the pharmaceutical and personal care products recycling and reduction program required by the diversion.

- Lead mercury monitoring in the Lake Michigan water supply to satisfy Root River discharge permit requirements.
- Support the Utility in preparing annual diversion reports to the WDNR.
- Support the Utility and Clean Water Plant in completing a temperature impact study and disinfection study for the Root River discharge.

Similar to past contracts for this work, this amendment includes a miscellaneous support task to allow the Utility to utilize the consultant for unforeseen activities that are related to the diversion. Examples where this had been utilized include negotiating abandonment of wells with the WDNR after Lake Michigan water was obtained and obtaining farming contracts for the discharge site at the Root River.

Recommended Motion: Move to approve Amendment No. 1 to the Professional Services Agreement with SmithGroup, Inc. for an amount not to exceed \$661,497 for the remainder of 2025 through 2027.