

# Memorandum

**REPORT TO:** City Commission

**FROM:** Jessica Ahlstrom, Water Conservation Program Manager  
Shawn Kohtz, Utilities Director

**SUBJECT:** Authorize the City Manager to Sign an Amendment One to the Professional Services Agreement with Raftelis for Integrated Water Resources Plan Engagement and Communications Services

**MEETING DATE:** April 7, 2026

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign Amendment One to the Professional Services Agreement with Raftelis for Integrated Water Resources Plan Engagement and Communications Services.

**STRATEGIC PLAN:** 6.1 Clean Water Supplies: Ensure adequate supplies of clean water for today and tomorrow.

**BACKGROUND:** In 2013, the Bozeman City Commission adopted the Integrated Water Resource Plan (IWRP), which recommends water use and supply policies and practices to meet future needs. Since then, the City has made significant strides in implementing recommendations outlined in the IWRP. Due to progress made and changes in the community, the IWRP is now being updated – guided by a robust public engagement process.

On September 10, 2024, the Bozeman City Commission approved a [Professional Services Agreement](#) with Raftelis, a firm with extensive experience in educating and engaging on water supply issues, to work alongside city staff to ensure that the public engagement process is effective and thorough.

On April 8, 2025, the Bozeman City Commission approved the [IWRP Engagement Plan](#), which, in addition to broad public engagement, includes the creation of a temporary Water Advisory Committee (WAC). The WAC will advise city staff and the City Commission by:

- Reviewing and discussing water supply options and strategies
- Providing input on policy and infrastructure recommendations
- Recommending updates to the IWRP that reflect both technical feasibility and community values.

The WAC is comprised of two subcommittees: the Technical Advisory Committee (TAC) and Public Advisory Committee (PAC). The TAC and PAC

met on a monthly basis throughout the early stages of the engagement process (June 2025 – November 2025) to develop the IWRP’s basis of planning assumptions and the framework by which water supply alternatives will be evaluated. Throughout the rest of the IWRP update process it is anticipated that the TAC and PAC will unite as the WAC for five additional meetings to discuss water supply alternatives and findings from the technical analyses supporting this project.

The attached First Amendment to the PSA with Raftelis reflects additional scope to support upcoming WAC meetings throughout the course of the project. Work to support broad community engagement is included in the PSA approved on September 10, 2024, and will continue throughout the course of the plan update process.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As suggested by the Commission.

**FISCAL EFFECTS:** Total costs will not exceed \$52,203.00 and will be paid for from the approved water fund capital improvement plan.

Attachments:

[Raftelis\\_PSA First Amendment\\_IWRP Engagement.pdf](#)

[Raftelis\\_Exhibit B\\_IWRP Engagement.pdf](#)

Report compiled on: March 17, 2026