

**Record of Proceedings  
Town of Chugwater, Wyoming  
Town Council Meeting  
August 10, 2020**

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**MEETING CALLED TO ORDER at 19:00**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Mayor Redding, Councilperson Schirmer, Councilperson Cronk, Councilperson Marlatt were present. Councilperson Burns was absent

**APPROVAL OF AGENDA**

Councilperson Marlatt made a motion that the Agenda be approved with the Executive Session removed. Councilperson Cronk seconded the motion. Motion Passed.

**APPROVAL OF PREVIOUS MEETING MINUTES:**

Motion made by Councilperson Cronk to accept July 08, 2020 Town Council meeting minutes, Special Meeting June 18, 2020, Special Meeting July 15,2020. Councilperson Schirmer seconded the motion. Motion passed.

**REPORTS:**

1. Director of Water and Sewer Report-
2. Treasurer's Report-

**OLD BUSINESS:**

Water Ordinance 311. City Attorney Jones thought that at the Town Council meeting in March 2020 when council was reviewing changes that the first reading of the ordinance was voted on and passed. However, after reviewing the minutes there were no vote on Water Ordinance 311. So the vote held August 10, 2020 will be the first reading. Councilperson Cronk made a motion to pass Water Ordinance 311. Councilperson Marlatt seconded the motion. Motion passed.

Cathy Sazuo- City Attorney Jones has been trying to contact her. Will do some further research.

Ted Kranenberg- City Attorney Jones and Lance will get together to discuss the costs associated with the sidewalk/street repair for the sewer tap. They will also discuss what should happen with the tree branches that are covering the water meter.

Trash Ordinance 312- to raise across the board the cost of trash to the residents and business by \$2.00. Councilperson Schirmer made a motion to pass Trash Ordinance 312. Councilperson Cronk seconded the motion. Motion passed.

**NEW BUSINESS:**

## Keith Miller- Concerns / Suggestions about Town Water System.

### Concerns:

We know that the data reported by the SCADA system water height in tank #1 is inaccurate.

It appears that the alarm system indicating low storage levels is evidently not functioning.

We know that the automated starting and stopping of wells based on storage levels and or demand is not functioning. The condition and operating characteristics of the water system is strictly dependent on the knowledge and skill of the operator(s). Unfortunately, I believe less than 3 people have sufficient knowledge or sufficient experience to operate the system. That is not a very comforting realization. At any given time, none of them may be available.

We know that no data is provided by the SCADA system to the operator(s) concerning where water is flowing in the distribution system or what the pressures are throughout the distribution system. Yes, valves in main lines can be closed to shut off water to portions of the distribution system, but that does not constitute flow or pressure control of system. About the only things the operators can do is turn pumps on or off, or, to a limited extent control pump speeds. The system pretty much responds strictly to demand, which is uncontrolled.

We know that flow between storage tank #1 and storage tank #2 is essentially non-existent. Any system with multiple storage units must have means of flowing water bidirectional, from one to the other in order to keep smoothly functioning, will balanced system (or multidirectional if more than two storage units are involved). Water produced by the well west of storage tank#2 had no effective means of reaching storage tank #1 with the current system. And, water produced from the well(s) located in the center of the town may flow into storage tank #2 before storage tank #1. The direction that the water flows is strictly dependent of the demand with the distribution system and resulting pressures. The result is water production is ceased because one storage unit is at capacity, leaving the other storage unit under capacity (or as seen on July17, can be dry).

We know that only one of the two wells located in the center of town has sufficient capacity to effectively service the storage and distribution subsystems. I am told that one of the wells has only 25 gallons per minute peak production capacity, and is usually y turned off because it is detrimental to the functioning of the other well which has a capacity of producing 300 gallons per minute. It appears that during the summer that the higher capacity well (the only well capable of providing water to storage tank #1) is running nearly constantly-24 hours each day. It is this fact that makes it almost certain that an incident similar to July 17<sup>th</sup> will occur again when the higher capacity well either goes down from constant use, or is taken down for service.

### Suggestions:

I think that it is of paramount importance that the Chugwater city council and administration immediately begin a focused investigation of the current condition of the water system so that plans be made for refurbishment or correction of the existing deficiencies. Investigations should be led by professional, third party individuals or organizations who will understand the design intent of the current system (which includes the supply subsystem (pumps), the storage subsystem, the distribution subsystem, and the SCADA system). That organization or individuals must also know what measurements to taken to demine relevant parameters of the current system while in operation at different times of the year.

Water is the most important service or commodity for which the town government is responsible. Water sales constitute the bulk of the city government income (false, taxes, direct distribution from the state, etc.). Without a reliable and robust (more than simply adequate) water system, there is no reason for the existence of the town of Chugwater.

My above suggestion is the most important. However, I have some other suggestions that can be easily implemented, and will hopefully help avoid a similar water emergency, or reduce the frustration when one occurs.

Institute a water operations policy that requires a city employee must physically observe and record the amount of water(i.e., depth of water) in each of the storage tanks near the close of business hours each day (including holidays and weekends-especially during the summer months). Set a minimum allowable level below which the operator(s) of the water system are alerted to rectify any problems.

Institute a water operations policy that requires calibration of the sensors and display of the SCADA must be performed at least monthly (maybe weekly). I believe appropriate calibration procedures can be defined that city employees can conduct them with hiring third parties to do the calibration.

Update the town of Chugwater web site. It is clearly out-of-date. Include on the web site a highly visible emergency number that is constantly manned. Transferring an emergency call to a voice mail system is unacceptable and really unacceptable when the voice mail system is at capacity and will not accept a call. Contact the town's phone service provider. Such emergency contact systems are common and inexpensive. Emergencies should be treated as emergencies and serviced appropriately. Note that an "after-hours" number is currently posted on the town maintenance shop door, but in an emergency, people are unlikely or unable to go find that number.

Lance's Response:

Sprinkler system at school has been running more than usual. Lisa contacted the head of maintenance in Wheatland requesting that he reduce the days and length the sprinkler system is operating.

Items, 1, 2, and 3 have been addressed and are moving forward.

Steve showed Lance on a well that has a dial which has to be monitored closely due to the vibration of the pump turning on and off which will cause the dial to back off reducing the number of gallons per minute the pump is pumping.

Lance has programmed the SCADA system so that if there is a problem it will either contact Lance or Gerry.

It is difficult to balance the two holding tanks. To do so requires using the whole water system. There should be a 12 inch line between the tanks to make balancing levels easier.

There are pressure gauges at each well.

Storage tank 1 is controlled by underground lines that pass under the interstate. Lance and Coby are working to replace the underground lines with radio controlled unit to match the rest of the system.

No water restrictions at this time.

Kate Jackson's report on the roof and other repairs to town buildings. Kate reported that the policy allowed for cash value that is replacement cost minus depreciation.

The Town needs to provide Travelers a letter stating the Town's intent to repair damage to Town property by the summer of 2021.

Key to estimate/bids that like kind quality materials is used. Bids by building and materials. Also, final invoice by building to be submitted to Travelers Insurance.

Coby is preparing the bid specs and contract. He should have them completed within three weeks.

Emergency Siren: Council decided to ask Tim Ash how much it would cost to automate the siren by Town Shop. Tim said it would be expense by the time batteries were added for backup and a radio control unit that could be operated from Wheatland.

Wyoming Food Bank of the Rockies: council decided that they were not in favor of proclaiming September as Hunger Action Month.

Rest Rooms at the Park: Restrooms are open.

Rural Water: Department of Health and EPA want to set up testing sites at Rest Stop and Lagoon to test for covid 19.

**Approval of the Bills**

Motion made by Councilperson Schirmer to approve bills. Seconded by Councilperson Marlatt.  
Motion passed.

**Open Forum**

None

**UPCOMING EVENTS:**

September 08, 2020 Town Hall Council meeting at 7:00 PM

**Adjournment:**

Motion was made by Councilperson Marlatt and seconded by Councilperson Cronk to adjourn the meeting at 20:34 all were in favor. The motion passed.

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Town Clerk/Treasurer

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Mayor

Posted: August 27, 2020  
Town Hall  
Post office  
Library  
Community Center  
Web