

Town of Encampment
Workshop
Water & Sewer Master Plan
December 30, 2025
5:00 p.m.

The Town of Encampment met in a workshop session in order to discuss the Town of Encampment Water & Sewer Master Plan. Those present were Shannon Fagan, Mayor; Ashley McKinney, Susan Munson and Steve Reichert, Council; Doreen Harvey, Clerk/Treasurer; William Acord, Public Works Supervisor; and Jon Nelson from North Fork Engineering. Audience members present were Brad Hebig and Leroy Stephenson, Riverside Mayor and LeeAnn Stephenson.

Mayor Fagan Called the meeting to order at 5:05 p.m. She noted that the article on the desk was provided by forwarded email late that afternoon from Riverside Mayor Leroy Stephenson. She noted that she had not had time to read it.

The most recent official version of the Water & Sewer Master Plan is dated 1998. Mayor Fagan asked Mr. Nelson to give a brief summary of what the purpose of a Master Plan is. He advised the council about its intent and purpose in a general sense. He noted that Encampment was unique because it was platted before the Master Plan was developed. A Master Plan developed and implemented in that situation determines the tap rates to cover the cost of that development. Development should be completed with the future in mind. Designed for fire flow, minimal lift stations for sewer sufficient capacity for plans. It is usually used as a tool for planners and is based on ordinances. Encampment is unique and has unique challenges and requirements. A Master Plan is considered a living document and should be reviewed and adapted to current needs.

Mayor Fagan asked if anyone had any general questions about the Master Plan. Public Works Supervisor Acord noted that he would like to discuss the closed end service lines vs. the looped water mains. McKinney asked if we have any existing closed endlines. Acord noted that there were three major instances and a fourth for one property that do require maintenance. Water quality drops and flushing of hydrants is more frequent. When they are not frequently used, quality suffers.

Mayor Fagan noted that for the longevity of the towns water and sewer systems the best choices would need to be made. Looking with a long-term view keeping low maintenance costs and repairs which benefits the entire system. Acord noted that the water system had upgrades 2010-2012, but that sewer is next due to the age of it and the materials used at the time of its construction.

When asked if a dead-end service line mattered Mayor Fagan was advised that it depended on where it was at. From the audience Mayor Stephenson of Riverside noted that it was unavoidable in certain situations. He asked how often our hydrants were flushed and Public Works Supervisor Acord advised it is annually. Discussion also continued about a number of others in the same area with long service lines. Mr. Hebig noted that the loop and main would only be serving one house and was too expensive.

Discussion turned to the map, with Mayor Fagan thanking Mr. Hebig for his recent drawings and noting that the length of the service line being requested was 175 feet. Tap fees for various sizes of taps

were noted by the clerk, which she noted are in ordinance. Mr. Hebig noted that the closing is being held up based on the decision by the Town.

Mr. Nelson noted that depth of lines also needs to be considered for future development so that flows are correct. The Mast Plan should require those to serve the future development.

The council approached the desk to look at the maps that public works provided. While audience members discussed items amongst themselves.

Mayor Fagan asked the council their thoughts on the situation. Reichert noted that he would like to stay with the Master Plan or the council will risk other wanting exceptions. McKinney noted that accepts that comment, but also sees that there is sometimes a need for exceptions. Mayor Fagan asked Public Works Supervisor Acord if a third service line would be okay. He noted that the distance was his concern. Mayor Fagan noted that the council had to be thoughtful of surrounding and future uses. Looping the line would not help anyone else, but it would not harm except establishing the practice.

Also discussed was the need to design in a place to isolate water flow in the event of a leak, use of colors cleanly depicting existing verses proposed and zoning.

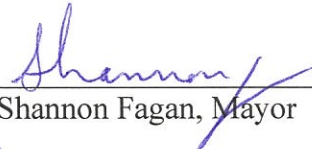
Mayor Fagan asked the audience members if they had any other questions. LeeAnn Stephenson noted that it would take time to redo the plan and look at the whole town. Technology and cost should be a consideration. Costs of meters, pits, equipment, etc.

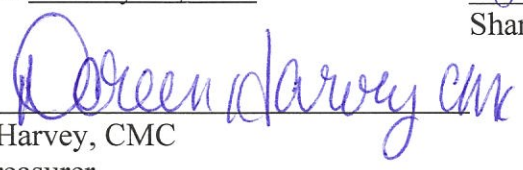
Mr. Hebing reminded the council that the main extension would go nowhere and that no one else would be served for the exorbitant cost. No one else would be helped and that the plan did not consider Badger Creek. Mayor Fagan extended her sincere appreciation to Mr. Hebig for the information and to the audience for taking the time to attend.

Munson moved to adjourn the meeting at 6:03 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: January 08, 2025


Shannon Fagan, Mayor

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer