



CITY OF LA CROSSE

WATER - SEWER - STORM

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To: Board of Public Works
From: Lee Anderson
CC: Bernie Lenz
Date: October 21, 2021

Re: Weekly On-Call Duties for SCADA Operations

On Call Pay

- \$60.00 for being on call plus 3 hours of overtime pay at employees' rate to check the SCADA System 2 times per day for any changes that may be needed from our SCADA System to keep operations running efficiently

Call in Pay

- Minimum of 2 hours overtime pay for any reason employee needs to come into work to correct.
- If employee is called while already at work, it becomes a continuation of duty at employees' overtime rate and not a second 2 hour call out.

Daily Checks

- Check reservoir levels 2 times per day after normal working hours.
- Adjust lengths of how long daytime Wells will need to operate to minimize the time a Well operates during the day. (9:00am to 9:00pm)

Additional Daytime Well Operations

- Add Additional Wells as needed after each current operating Well maxes out its 12-hour daytime run hours. Note: Make sure Reservoir level does not fall below 2 feet before 9:00pm.
- Add Additional Wells when daytime demands are higher and the reservoir levels are dropping more rapidly. Note: This usually occurs during summer months or if there are main breaks and/or service leaks.

Power Failure Alarms

- This will need an immediate response to determine if other Wells will be needed during power outage and whether or not this Well is supposed to be running at that time.

High Fluoride High Usage Alarm

- Check Well Fluoride weight for chemical feed scale levels to determine if there is a problem and if you need to respond to that location.
- If no response is needed, reset Fluoride alarm and this Well will restart.



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Chlorine Leak Alarm

- This will automatically shut off the chlorine tanks and will need to be investigated on site.
- Chlorine tanks will need to be reset after leak has been fixed.

Communication Failure Alarms

- This requires checking the system to determine whether or not calls are needed to IT Department or other personnel to correct this situation if Wells were running at the time of the failure and need to be shut down at that site.

Chlorine/Fluoride Low Usage Alarms

- These alarms are checked on the Scada and may need to be corrected the following day if needed.

Intrusion Alarms

- Need immediate response to that site unless known personnel were dispatched.

Pump/VFD Failure Alarm

- Need to respond to site for correction and/or other Wells will be needed to take its place if this Well was required to run.

Building Flooding Alarm

- Need to respond to site for correction.

Building Low/High Temperature Alarm

- May need to respond to Well site based on time of year and outside temperature.

Call to run Fail Alarm

- Check system first for correction and site visit may be needed if correction cannot be made from SCADA.

Reservoir High- and Low-Level Alarm

- Immediate response to SCADA System for correction