

**Water Department
January, 2018
Monthly Report**

Operational

1. The plant operated throughout the month and complied with all state and federal requirements for water quality and reporting.
2. All distribution system flows and pressure needs, for both fire protection and the water customers, were met.

Maintenance and Improvements

1. The staff performed all required preventative maintenance during the month.
2. Elkhead work by the staff this month consisted of routine maintenance and inspections. The staff finished the winterization program of the tower and dam facilities early in the month. The underwater diver repair of the movable fish screen has been postponed until later in 2018 when the water temperature will be warmer, which will allow the epoxy to set up properly. The clarity of the reservoir should also be better so that the divers will have greater visibility to do the required repair work.
3. The two new water plant operators took the "D" level water operator certification examination this month. Both of them passed the exam and received their certificates.
4. The staff started working on the required end of year state and federal reports. The city year end (2017) reports were also worked on this month, and included, inventories, carry over lists, materials usage totals, and the water department operational report for city council. Finally, the staff started working on developing bid specifications for some of the approved 2018 capital projects and equipment.
5. The water and wastewater chemical bids for 2018 were received and awarded by the city council this month.
6. Universal Inspection Services came in this month to do the annual inspections on all of the water and wastewater departments' hoists and lifting equipment. All of our equipment passed with no repair work needed.
7. The staff continued to assist or work with other city departments, vendors, customers, and contractors as needed. The staff also worked on building and grounds maintenance, equipment repair, and the cross connection control program.

Distribution System Operation/Maintenance

1. There were 13 line locates requested and completed this month. This required approximately 9.0 man-hours to complete.
2. All work orders, meter readings, meter tech appointments, distribution of nonpayment door hangers, and service line inspections requested or scheduled were completed.
3. Miscellaneous water department work by the staff this month included fabricating a PLC test bench, completed 20 final meter reads, completed 24 service turn offs/ons, and repaired 12 meters/MXU's.

4. The staff replaced 1 curb stop valve and riser during the month.
5. The staff worked on the valve exercising program. There were 10 valves exercised during the month.
6. The staff repaired 1 water main break this month. This required 15 man hours to complete.
7. The staff was able to perform their regularly scheduled work on the distribution system, bulk water sales stations, and equipment maintenance this month. They were able to assist contractors, other city departments, and complete all emergency assignments as required. Also, the staff started preliminary bid specification work for the 2018 water main replacement project, and they continued working on the CCC survey program.

Water Production Statistics

Effluent Total Flow	24,706,000 gallons	Total Chemical Cost	\$ 3,000.63
Backwash Total Flow	767,700 gallons	Total Chemical Cost/MG	\$ 117.79
Total Flow	25,473,700 gallons	Alum & Ash Cost/Mg	\$ 80.01

(Backwash Flow % of Total = (3.01%))

The Craig Municipal Water Treatment Plant utilizes water rights for municipal use. These included direct flow diversions from the following:

Craig Irrigation Ditch	Deep Cut Ditch
Fortification Creek Ditch	Craig Water Supply System

Monthly Report

Wastewater

January 2018

A. Treatment – Operation:

1. Operated treatment plant to comply with State and Federal regulations.
2. Performed daily, weekly, and monthly maintenance as recommended in the manufacturer's manuals.
3. Treated average of 783,000 gallons/day of wastewater.
4. Received and treated 4,860 gallons of hauled waste.

B. Collection – Operation:

1. 7 man hour used to perform 8 line locates.
2. 24 man hours used to hydraulically clean 3,575 feet of pipe as part of routine (every 5 weeks) maintenance.

C. Collection – Correction

1. 1 man hour used to respond to a backup complaint at 851 Colorado. The homeowner complained of house not draining. The main was inspected and found to be flowing well. Homeowner's tap was visible and clear. Determined to be homeowner's issue.
2. 2 man hours used to respond to a backup complaint at 2054 W. 3rd St. The main was inspected and found to be flowing well. The main was hydraulically cleaned for good measure, but homeowner's service line was still blocked. Determined to be homeowner's issue.
3. Operators discovered a backup while doing routine maintenance in the collection system. The blockage was located near the carwash on Yampa. Operators hydraulically cleaned and cleared the obstruction. It wasn't until the next day that the homeowner at 1395 N. Yampa called in the backup complaint. Operators went and took photos of damage inside the home and referred homeowner to the City Clerk for insurance purposes. It consumed a total of 4 man hours to clean and clear the line, and to inspect the homeowner's residence for damage.
4. 8 man hours used to respond to a backup complaint at Ledford and 6th Streets. A local plumber initially called and asked for a line locate and did not mention a backup. Later, the plumber reported that water was coming through floor drains even though they had shut off the water. The plumber was told that having water coming in through floor drains was not likely a water issue, but most likely a sewer backup. Operators responded and the main was inspected and the blockage was found. The main was hydraulically cleaned and the blockage was cleared. Photos were taken of damage and sent to the City Clerk. Homeowner was referred to the City Clerk for insurance purposes. If we had been notified sooner by the plumber that it was a sewer backup, the cost of damage would have been considerably less.
5. 2 man hours used to respond to a complaint of water coming out of a manhole at the Ridgeview Apartments. The main was hydraulically cleaned and the obstruction was cleared. Affected area was treated with a bleach and water solution. No damage was reported.

D. Other:

1. Assisted other departments as needed.
2. Assisted local plumbers as needed.
3. Analyzed Maybell's Wastewater Plant monthly samples.
4. Two operators helped rescue a bald eagle from the aeration ditch.