

**Water Department
January, 2019
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.
3. During the month the staff continued to attend equipment and regulatory training seminars, and performed in-house safety and laboratory analysis training. Also, several of the staff took various water and wastewater state operator certification exams.
4. The staff worked with SGM on various water and wastewater projects throughout the month. This work included continuing to update the water distribution and wastewater collection system master plans, and assisting with the design efforts for the minimum chlorine residual compliance project. On January 25th WJE Consultants (SGM's subcontractor) came in to do structural X-ray testing of the Twin Ts ceiling at the water plant to make sure they will support the proposed ammonium sulfate solution storage tank, which is to be located in the water plant's top floor chemical storage room.
5. Throughout the month both the water and wastewater staff started working on the year end reports required by various state and federal agencies, and this also included several end of the year reports required for internal city programs and/or documentation. The number of annual reports required takes a great amount of the staffs' time to complete, with a majority of these reports needed during the first couple months of a new year. However, there are still several more annual reports that will need to be completed in May and June.
6. 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 12 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, nonpayment water service shut offs, and service line inspections requested or scheduled were completed.
3. Miscellaneous water department work by the staff this month included; completed 8 final meter reads, completed 34 service turn offs/ons, and repaired 25 meters/MXU's.

4. The staff replaced 1 broken curb stop valve, and assisted the contractor who had to repair a trailer park's private water main that was leaking. The water department staff isolated this leaking water main from the city's water distribution system so that the repairs could be made.
5. The staff continued the valve exercising program this month with 9 valves being exercised.
6. The staff repaired 1 water main break during the month. This repair required approximately 8 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 during the month. They were able to assist contractors, other city departments, and complete all emergency assignments as required.

Water Production Statistics

Effluent Total Flow	26,184,000 gallons	Total Chemical Cost	\$ 3,452.03
Backwash Total Flow	854,100 gallons	Total Chemical Cost/MG	\$ 127.67
Total Flow	27,038,100 gallons	Alum & Ash Cost/Mg	\$ 75.49

(Backwash Flow % of Total = (3.16%))

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 2019

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 788,000 gallons/day of wastewater.
4. Received and treated 2,610 gallons of hauled waste.

B. Collection – Operation:

1. 1.5 man hours used to perform 3 line locates.
2. 24 man hours used to hydraulically clean 3,575 feet of sewer main as part of routine (every 5 weeks) maintenance.

C. Collection – Correction

None

D. Other:

1. Assisted other departments, local plumbers, and contractors as needed.
2. Analyzed Maybell's Wastewater Plant monthly samples.