

**Water Department
November, 2020
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. Honeywell Company in earlier in the month to perform an energy audit at both the water and wastewater plants.
4. Universal Inspection Services in this month to do the annual hoist, crane, and lifting equipment inspections at the water plant, distribution shop, and wastewater plant.
5. The staff continued working with Velocity and SGM throughout the month on equipment warranty and final payment issues related to the chloramine project.
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 on the Cross Connection Control Program.

Distribution System Operation/Maintenance

1. There were 128 line locates requested and completed this month. This required approximately 96.0 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, completing 30 final meter reads, 27 service turn offs/ons (12 non-payment, 6 seasonal, 8 repair work, and 1 other), and 16 meters/MXUs were repaired or replaced.
4. During the month the staff replaced (1) curb stop valve, and installed a 1" water main tap. They also installed one traffic repair kit on a fire hydrant at Mack Ln and Marianna Way after a vehicle struck this fire hydrant.
5. The staff were able to perform their regularly scheduled work on the distribution system, completed routine inspections, maintenance, or repairs on all pump and bulk water sales stations, and worked on various equipment maintenance tasks 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	25,440,000 gallons	Total Chemical Cost	\$ 4,035.42
Backwash Total Flow	724,000 gallons	Total Chemical Cost/MG	\$ 154.24
Total Flow	26,164,000 gallons	Alum & Ash Cost/Mg	\$ 92.48

(Backwash Flow % of Total = (2.85%))

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

Craig Irrigation Ditch
Fortification Creek Ditch

Deep Cut Ditch
Craig Water Supply System

**Water Department
December, 2020
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 river districts contractor came back this month after he finished rebuilding the gear box on the FCV actuator. The staff assisted him in reinstalling this actuator, setting the open and closed limit switches, and testing the valve to make sure it would operate correctly. There are a couple signal wire issues yet to be resolved, but this valve was at least functional as of December 22, 2020.
3. The staff completed the 2021 water and wastewater chemical bid specifications and these were sent out to 16 chemical vendors near the middle of the month.
4. One of the water plant operators took the state "B" level water operator exam this month and passed.
5. The staff continued working with SGM throughout the month on some equipment warranty matters, along with a couple unresolved issues related to the chloramine project.
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 on the Cross Connection Control Program.

Distribution System Operation/Maintenance

1. There were 149 line locates requested and completed this month. This required approximately 112.0 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, completing 28 final meter reads, 21 service turn offs/ons (8 non-payment, 0 seasonal, 12 repair work, and 1 other), and 9 meters/MXUs were repaired or replaced.

4. During the month the staff repaired (1) water main break, worked on repairing a leaking fire hydrant on Wicks Ave, and did the 4th quarter storage tanks inspections. They also installed one traffic repair kit on a fire hydrant at 13th & Washington Streets after a vehicle struck this fire hydrant.
5. The staff were able to perform their regularly scheduled work on the distribution system, completed routine inspections, maintenance, or repairs on all pump and bulk water sales stations, and worked on various equipment maintenance tasks 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	26,546,000 gallons	Total Chemical Cost	\$ 4,517.24
Backwash Total Flow	730,800 gallons	Total Chemical Cost/MG	\$ 165.61
Total Flow	27,276,800 gallons	Alum & Ash Cost/Mg	\$ 91.45

(Backwash Flow % of Total = (2.75%))

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

November 2020

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 804,000 gallons/day of wastewater.
4. Received and treated 4,100 gallons of hauled waste.

B. Collection – Operation:

1. 96 man hours used to perform 128 line locates.
2. 24 man hours used to hydraulically clean 3,575 feet (0.68 miles) of sewer main as part of routine (every 5 weeks) maintenance.
3. 23 man hours used to hydraulically clean 5,200 ft (0.98 miles) of sewer main as part of an annual cleaning program.
4. 24 man hours were used to video inspect troublesome root spots in the main to determine if they have changed in recent years, and to help determine the effectiveness of our root control program.

c. Collection – Correction

1. 1 man hour used to respond to a backup complaint at 730 Green St. Homeowner complained of slow drains. The main was inspected and found to be flowing well. Operator hydraulically cleaned the main for good measure and encountered no obstructions. Determined to be homeowner's issue.

D. Other:

1. Assisted other departments, local plumbers, and contractors as needed.
2. Analyzed Maybell's Wastewater Plant monthly samples.
3. Safety meeting attended by all Wastewater personnel.

Monthly Report
Wastewater
December 2020

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 785,000 gallons/day of wastewater.
4. Received and treated 1,625 gallons of hauled waste.
5. New sludge pumps were installed and commissioned.
6. New railings were installed around the Grit chamber, Manual Bar Screen, and Influent Channel.

B. Collection – Operation:

1. 112 man hours used to perform 149 line locates.
2. 24 man hours used to hydraulically clean 3,575 feet (0.68 miles) of sewer main as part of routine (every 5 weeks) maintenance.
3. 30 man hours used to hydraulically clean 4,975 feet (0.94 miles) of sewer main as part of annual maintenance.

c. Collection – Correction

1. 1 man hour used to respond to a backup complaint at 717 Pershing St. Sewage backing up into home, as reported by a local plumber. The main was inspected and found to be flowing well. The main was hydraulically cleaned for good measure and no obstructions were encountered. Determined to be homeowner's issue.
2. 1 man hour used to respond to a backup complaint at 465 Steele St. Local plumber called in saying homeowner experiencing slow draining. The main was inspected and found to be flowing well. The main was hydraulically cleaned for good measure and no obstructions were encountered. Determined to be homeowner's issue.

D. Other:

1. Assisted other departments, local plumbers, and contractors as needed.
2. Analyzed Maybell's Wastewater Plant monthly samples.
3. Safety meeting attended by all Wastewater personnel.