

**Water Department  
January, 2023  
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, inspections, and winter preparation. The staff continued to make control building release rate changes throughout the month as directed by the River District.
3. The staff continued to assist or work with other city departments, vendors, customers, and contractors as needed. Work on building and grounds, equipment repair, and Water Plant periodic maintenance tasks were performed.
4. Members of staff completed certification examinations.

**Distribution System Operation/Maintenance**

1. There were 16 line locates requested and completed this month. This required approximately 12 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 10 final meter reads, 12 service turn off/on (2 non-payment, 10 repairs), along with repairing or replacing 6 meters and 1 MXU. Additionally, staff delivered 95 shut off notices and repaired 2 water main breaks. Finally, 27 annual backflow devices were tested, 14 pump station checks were conducted, 13 valves were exercised, and 10 man-hours were spent performing snow removal at Elkhead.
4. 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	31,427,900 gallons	Total Chemical Cost	\$8,480.89
Backwash Total Flow	924,100 gallons	Total Chemical Cost/MG	\$269.85
Total Flow	31,428,000 gallons	ACH & Soda Ash Cost/MG	\$147.85

Backwash Flow % of Total = 2.68%

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

## **Monthly Report**

Wastewater  
January, 2023

### **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 899,000 gallons/day of wastewater.
4. Received and treated 1,000 gallons of hauled waste.

### **B. Collection – Operation:**

1. 36 man hours used to hydraulically clean 0.75 miles of sewer main as part of routine (every 5 weeks) maintenance.

### **c. Collection – Correction**

1. 1 man hour used to respond to a report of sewage coming out of a manhole at 8<sup>th</sup> and Legion. Operator hydraulically cleaned the main, found and cleared an obstruction of rags. No damage was done to any homes.

### **D. Other:**

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