

February 28, 1958

Mr. Clement B. Adams
Water Commissioner - Coal Creek
Distribution System
162 South 400 East
Cedar City, Utah

*Coal Creek File:
C-20*

Dear Mr. Adams:

This will acknowledge your letter of February 25, 1958 in which you request information as to the contents of your water commissioner's report.

The items that should be included in a report are to a great extent governed by the location of a distribution area and the conditions under which a commissioner operates. However, we are suggesting a report containing the following items submitted in the following order:

A. Forward

1. Letter of Transmittal
2. Index or Table of Contents
3. Minutes of Annual Meeting
4. Approved Budget
5. Names and Addresses of Water User's Committee
6. Water Commissioner Deputies

B. General Physical Conditions

1. General description of system
2. Weather data
3. Snow crop survey
4. Crop report
5. Water supply
6. General condition of distribution facilities
 - a. Headgates
 - b. Measuring devices
7. New construction
8. Recommendations for improvement of system

C. Distribution records

1. General distribution
2. Summary of all deliveries

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3. Total irrigated area (acres) used
4. Discharge sheets for each diversion
5. U. S. Governments discharge sheets
6. Reservoir stage records

a. Storage in each as of end of irrigation season

7. Other records

D. Recommendations

1. For improving system
2. For policy clarification

We realize, that during 1957, information to completely supply all the data suggested may not have been gathered. We feel, however, you should, during 1958, arrange your activities with all items in mind.

Yours very truly,

Donald C. Norseth
DISTRIBUTION ENGINEER

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