

Operations Report – 7/20/2026 – Prepared by Jordan Walker

Staff Meeting Notes

July 9, 2026

Good Afternoon All,

Below are the notes from a staff meeting held yesterday morning.

Not included in the meeting, but important: Walker will be covering the sewer testing routine on weekends as he is already the back-up operator during that time. West will handle the testing during the weekdays.

There will be a planned outage next Thursday starting at 9 pm. Brian, the District's sewer DSS will be joining the Monday staff meeting (10 am) to discuss preparation for this.

Reminder: There will be a board training at 4 p.m. on Tuesday, July 14th. This is open to the public. The agenda should be posted this afternoon.

Walker and Ferkey are working on an O&M Manual. I've attached a draft outline. All are welcome to take a look and suggest additional sections or items.

July 9, 2026 Staff Meeting Notes

Attendees: Jordan Walker, Matt Ferkey, Dustin Basurto, and Dave Terrusa by telephone

1. Operations Manuals and Emergency Planning

Walker is developing a comprehensive Operations and Maintenance Manual covering water intake, treatment, distribution, monitoring, sewer operations, administration, budgeting, responsibilities, and emergency contacts. The District's Emergency Response Plan must also be updated to reflect the new treatment skid, incorporate sewer operations, verify contact information, and maintain copies in the office and primary operational facilities.

2. Staffing, Scheduling, and Operator Coverage

Ferkey will generally be available Monday through Friday, while Walker will cover weekends and work Friday through Tuesday, providing continuous seven-day coverage with overlapping workdays. Mondays will emphasize administrative work, purchasing, planning, and documentation, while Tuesdays will generally be used for field projects and operator training; Vanessa will remain available as the backup operator.

3. Treatment Plant and Regulatory Priorities

The District discussed chlorine-pump redundancy, routine PRV strainer cleaning, possible soda ash and pre-filter improvements, and lost SCADA trend data that should remain available through the Monthly Operating Report. A new tracer study should be requested through Civil West because the treatment process has changed since the last approved study, and the clearwell may eventually require inspection for sediment or deteriorated baffles.

4. Distribution System Maintenance

Staff reviewed deteriorated or missing blowoff-valve handles, a potentially failing branch valve serving four connections, and procedures for replacing valves while minimizing contamination risk. The District should develop an updated distribution-system schematic showing pipe sizes, valves, tanks, treatment facilities, and flow paths, then use it to establish monthly endpoint flushing and an annual progressive-flushing program.

5. Safety, Cross-Connection Control, and Training

Confined-space work will require an atmospheric monitor, ventilation equipment, and appropriate procedures before pressure vessels or vaults are entered. Staff confirmed that the District has enabling authority to disconnect services presenting cross-connection hazards and discussed whether additional backflow requirements should be adopted for elevated-pressure areas; Ferkey also continues preparation for higher-level operator certification examinations.

Action Items

- Walker will distribute the draft O&M Manual and maintenance schedule for review.
- Update the Emergency Response Plan and include sewer operations.
- Obtain Rice Road project information and a projected construction schedule.
- Request a new tracer study from Civil West.
- Inspect tank vents, overflows, hatches, screens, and mechanical flaps.
- Identify or order replacement blowoff-valve handles.
- Confirm the appropriate procedure and schedule for replacing the branch valve.
- Develop an updated distribution schematic and progressive-flushing procedure.
- Research confined-space atmospheric-monitoring equipment and backflow-policy options.

July 13, 2026

Date: July 13, 2026

Attendees: Jordan Walker, Matt Ferkey, Dustin Basurto, Dave Terrusa, and Brian Stevens

1. Planned Power Outage and Sewer Operations

The planned Thursday power outage is expected to have limited impact because wastewater flows are currently low. Staff will pump down the recirculation and reserve tanks before the outage, monitor the front tank for any potential overflow, and verify that all pumps, chemical-feed equipment, and electrical components restart correctly when power is restored.

Matt will remain at the Chestnut booster station during the outage. Jordan and Matt will inspect the sewer plant afterward and manually test equipment in both hand and automatic modes.

2. Emergency Power and Sewer Plant Equipment

Staff discussed future backup-power options for the sewer plant, including installation of the existing 60-kilowatt generator or use of a portable generator with a properly sized phase converter. Any permanent three-phase electrical work will require a qualified electrician familiar with the plant.

The new sewer flow meter should be calibrated annually, beginning approximately one year after installation. The sewer O&M manual is available electronically on the District jump drive and in the plant's operations binder.

3. Water Supply, Conservation, and Leak Detection

Current production capacity remains sufficient, and the plant could reduce operations to approximately 70 gallons per minute while meeting average demand. Staff agreed that a precautionary conservation message should be included in the next newsletter, website update, and social-media notice, encouraging customers to avoid unnecessary water use without imposing mandatory restrictions.

Water loss remains approximately 60 percent. Staff will investigate a possible service-line leak near a sinkhole on Rice Road and coordinate with Lane County if the leak affects planned roadwork or the upcoming Rice Road project.

4. Flushing, Monitoring, and Plant Documentation

Routine flushing will continue, preferably between 9:00 a.m. and 2:00 p.m., when customer demand is lower. The District will order additional dechlorination material and consider purchasing a flushing diffuser with dechlorination tablets.

Staff also identified the need for a gas detector for work around sewer facilities, booster stations, and vaults. New plant logbooks and a visitor sign-in log are now in use, and generator fuel levels will be added to the annual maintenance calendar for review before winter.

5. Operator Certification, Training, and Site Maintenance

Terrusa completed his portion of Ferkey's operator-certification application, and Ferkey will complete and submit the remaining documents. The District will continue paying eligible employee certification and examination costs under its existing compensation policy.

Ferkey will review online and in-person continuing-education options, including OAWU and RCAC courses. Walker and Basurto also discussed attending the small-system operator examination. Staff will contact Camp Florence regarding periodic brush clearing along the intake road and around District tanks.

Action Items

- **Walker and Ferkey:** Prepare and monitor the sewer plant before and after the Thursday power outage.
- **Walker:** Publish a precautionary water-conservation notice.
- **Ferkey:** Investigate the possible Rice Road leak.
- **Walker:** Order additional dechlorination material and evaluate a flushing diffuser.
- **Staff:** Add generator fueling and inspection to the annual maintenance calendar.
- **Ferkey:** Complete the operator-certification application and review CEU options.
- **Walker:** Contact Camp Florence regarding vegetation and brush clearing.

OAWU Notes from Heath Coakley (July 14, 2026)

Hi Jordan,

I wanted to give you a summary of what I believe we accomplished today, along with a few recommendations for future work. I did not keep notes so if some of the locations are inaccurate my apologies.

1. We used the Ground Penetrating Radar (GPR) at the intersection of Riverview Ave. and Hwy. 36. The results looked good, and we believe we identified the location of the water line.
2. We also used the GPR at Mapleton Pioneer Cemetery. I believe we found where the water line enters the cemetery. We did not spend much time investigating the leak there because that section of the line is currently shut off, so it is not an immediate priority. However, the leak will eventually need to be located and repaired unless the line is rerouted to be served from the tanks, which would eliminate the highway and railroad crossing.
3. On Rice Road, the GPR appeared to locate the mainline, and the results lined up well. However, the signal was very faint, so the location is less certain than some of the other finds.
4. A house on Walnut Ave. appears to have a leak at the angle stop. The service line looks to be copper, and the angle stop will likely need to be replaced. A little more investigation may be needed to determine exactly what parts are needed. One option would be to partially close the mainline valves on each side and replace only the angle

stop while the line remains in service. However, if the copper service line is in poor condition, it may make more sense to replace the service line back to the mainline. On my next visit, I can bring a wire locator to trace the service line back to the mainline if it is copper.

5. At 11087 E. Mapleton Rd., we confirmed a leak and pinpointed it on the service line beneath the asphalt. The GPR also located what appears to be the mainline about five feet deep and several feet behind where we believe the service line leak is located, although this was another faint reading. Hopefully, this repair will only involve the service line.
6. On Riverview Ave., between the culvert and the bridge, we located the mainline in several places using the GPR. The results appeared to be good (see attached picture), but please keep in mind that GPR locations are the best estimate based on the equipment and operator and are not guaranteed to be exact. We also listened for leaks at several locations along this section and did not detect any.
7. Before my next visit, I recommend using Mapleton's leak detector to check suspected leak locations, especially where the meter data indicates there may be a leak. We can investigate any confirmed leaks further during my next visit. I also agree with Vanessa's suggestion—and others mentioned something similar—that if you can identify several leaks that are beyond the district staff's ability to repair, it would be more cost-effective to bring in a contractor to repair them all during one mobilization. This could result in significant savings on mobilization costs.
8. It may also be worthwhile to review the meter settings to determine whether the meters are listening for leaks multiple times each day or only when the meters are read. I believe these meters have the capability to perform leak detection multiple times per day and save the data to be collected at the next meter reading.

I hope you find this helpful and please reach out if you have any questions. Also please reach out for what and when is wanted for my next visit.

Water System Update

1. Commissioner Donnelly suggested that the district promote water conservation due to entering the low flow season for Berkshire Creek. At the last staff meeting, DRC Terrusa said that it would be reasonable to inform customers of this and promote the wise use of water. Walker has prepared a couple of resources from the EPA and Oregon Water Resources Department that can be shared.
2. We have three unbilled meters that have not claimed any sort of historical exception: Mapleton Fire Department Station, Mapleton Evangelical Church, and the Mapleton Cemetery. The Board should discuss how to proceed with these accounts. Note: As of last Tuesday, no water was making it to the cemetery when staff opened the line.

3. Basurto and Walker will be taking the Small Water System Operator exam in Springfield on Thursday.

Future Projects:

1. Walnut Ave Valve Replacement
2. Pressure Tanks at Booster Pump
3. First user leak
4. Riverview and 36 valve leak
5. Meter installations at Church and Cemetery

Sewer System Update

1. Influent Pump #2 has been running constantly when it should run only when floats call for pumping. Ferkey attempt to resolve the issue by rearranging the floats but the problem continues. DSS Stevens suggested that we contact Florence Electric to assess/resolve the problem.
2. The flow meter has become unreliable. Walker will look into the warranty for the flow meter as it was installed less than three months ago.